



Associated Students of Western Washington University
Resource & Outreach Programs
Women's Center Vagina Memoirs Coordinator

About the Position

The Women's Center Vagina Memoirs Coordinator plans, facilitates, and implements the Women's Center annual production of the Vagina Memoirs.

About the Department

The Associated Student Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience. The Women's Center is committed to supporting, educating and connecting all people on campus around gender related interests and issues. We provide a safe space to share experiences, resources and referrals, and programs that raise awareness and spark dialogue. The WC promotes gender equality, solidarity against violence and a healthy, inclusive culture for people of all identities.

The AS Women's Center (WC) is committed to supporting, educating, empowering, and connecting all people on campus around gender related interests and issues. We provide a safe space to share experiences, resources and referrals, and programs that raise awareness and spark and foster dialogue. The WC promotes gender equality, solidarity against violence and a healthy, inclusive culture for people of all identities.

Term of Position

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of Finals week spring quarter. The position will be salaried at the Assistant Coordinator level during fall and winter quarter averaging 10 hours a week in fall and 15 hours per week in winter. The position is allocated 25 hours in spring quarter at an hourly rate. This position is not required to work during spring break. Some work may be required during winter break.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.

- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Basic knowledge of department and position specific responsibilities.
- Ability to work flexible hours.
- Knowledge of or experience with event planning.
- Knowledge of issues and identities related to the intersecting forms of feminism
- Experience in group facilitation.
- Knowledge of or experience in coaching and guiding individuals as they process trauma.
- Knowledge of or experience with facilitating creative expression activities.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - o Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards,
 - o Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments,
 - o Being knowledgeable of the AS organization and its general operations,
 - o Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - o Working with supervisor and Personnel Director to revise and update position job description.
 - o Developing and maintaining a legacy document as required by the AS Employment Policy.

Position Responsibilities

- Deliver educational, social, and community building opportunities and support to the campus community through facilitation of the Vagina Memoirs by:
 - o Working with the Women's Center staff to hire volunteer co-facilitators for the Vagina Memoirs.
 - o Collaborating with the Women's Center staff and hired volunteer facilitators to create advertising for the Casting Call and Production,
 - o Planning and implementing the Casting Call for the production and strategically selecting a cast in consultation with the Women's Center staff,
 - o Organizing and facilitating all cast meetings, cast activities, and rehearsal times beginning at the end of Fall Quarter,
 - o Providing emotional support and guidance to cast members and making referrals to appropriate campus and community resources as appropriate,
 - o Selecting appropriate writing exercises and exploration activities to help the cast in developing their memoirs,
 - o Attending and managing all Memoirs performances.
 - o Providing legacy documents about the facilitation process including detailed notes about the different activities.
 - o Maintaining regular communication through weekly meetings with the Women's Center Coordinator or Assistant Coordinator.

- o Holding 2-4 posted office hours per week in the Women's Center for planning, communicating with Women's Center staff, and being available for discussions with cast members.
- o Providing a confidential, safe and inclusive space for students
- o Assisting in the logistical development of the production including ordering merchandise, organizing tabling and merchandise sales, event set-up and technical needs, selecting benefit beneficiaries, organizing community resources at the show, compiling the program, and inputting evaluations after the production,
- o During Fall quarter train volunteer facilitators on how to appropriately facilitate meetings (including boundaries), monitor safety of cast and other facilitators, utilize campus and community referrals, and create schedule and outlines of cast meetings,
- o Work with Women's Center staff and volunteer facilitators to ensure audience safety, including identifying "safe people" present at performances, follow-up events (if needed), and reinforcing available resources for audience members (taking particular care and consideration for triggered audience members),
- o Spring hours are to hire and train the next Vagina Memoirs Coordinator

Wage

This position will receive \$3,529 per term of position. (Approximate pay twice per month. Fall Qtr = 168, Winter QTR= 265.)

Reportage

This position reports directly to the AS Women's Center Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.

The Associated Students is an Equal Opportunity Employer.

Revised March 14, 2013 by motion ASB-13-W-37.