



## **Associated Students of Western Washington University**

AS Resource and Outreach Programs

AS Women's Center Assistant Coordinator

### **About the Position**

The AS Women's Center (WC) Assistant Coordinator is responsible for assisting in the coordination of events and day-to-day operations of the WC.

### **Position Classification**

Assistant Coordinators provide programming support to the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Assistant Coordinators report to department coordinators. Specific duties include but are not limited to assisting with event programming, coordinating specific office functions, performing administrative work and maintaining and updating programming resources for the department.

### **About the Department**

The Associated Students 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 AS 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.

### **Terms 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 the following spring quarter. This position works an average of 15 hours per week. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring 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.
- Personable demeanor that makes people feel welcome at events and at the office.

- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Able to work flexible hours.
- Budget management knowledge or experience
- Basic knowledge of department and position specific responsibilities.
- Knowledge and passion about gender issues

### **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 Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder,
  - o Developing and maintaining a legacy document as required by the AS Employment Policy.

### **Resource and Outreach Programs Responsibilities**

- Empower and support the Associated Students membership with information, activities, and peer education by:
  - o Maintaining 10 regular posted office hours for students to utilize office safe space, access resources, and seek peer education,
  - o Providing unbiased, nonjudgmental, and accurate information and services to students,
  - o Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals,
  - o Providing a confidential, safe, and inclusive space for students.
  - o Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication
  - o Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.
- Ensure the smooth, effective operations of the Resource & Outreach Programs by:
  - o Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
  - o Promoting teamwork and collaboration throughout all the ROP offices,
  - o Assisting with the coordination of activities, materials, and tabling schedules for ROP involvement in campus events such as VU Late Night, Red Square Info Fair, AS Job Fair, and the Campus Activities Showcase

- o Establishing and maintaining active working relationships with other ROP team members.
- Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics,
  - o Collecting and inputting office traffic forms.
  - o Collecting and inputting audience evaluations which should include demographics, promotion success, relevance, and success of the program in meeting needs of the student body, and other important statistics.

### **Women's Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the Women's Center by:
  - o Attending all office meetings as scheduled
  - o Establishing and maintaining an effective working relationship with all WC staff
  - o Planning short- and long-term goals with the WC Coordinator and the ROP Director
  - o Continually receiving feedback from participants of events and services
  - o Maintaining continual communication with WC staff and interns outside of meetings
- Promote gender-related events and services to the campus community by:
  - o Being aware of and posting gender-related events to appropriate calendars,
  - o Publicizing Women's Center services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other things.
- Foster working relationships with pertinent campus and community resources by:
  - o Collaborating with gender-related clubs and organizations on campus
  - o Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, the Women's Empowerment and Violence Education (WEAVE), Crime and Sexual Assault Services (CASAS), Western Men Against Violence, Womencare Shelter, Domestic Violence and Sexual Assault Services (DVSAS), YWCA, American Association of University Women (AAUW), organizations that focus on Women's health, etc.
- Create an atmosphere of gender-inclusivity within the offices and programs by:
  - o Portraying a diverse representation of Women's identities,
  - o Striving to include all gender identities and expressions within the office,
  - o Outreaching specifically to marginalized genders.
- Provide educational, social, and community building opportunities to the campus community in relation to the Women's Center mission by:
  - o Developing 4-8 events within the Women's Center per quarter which include the following annual events:
    - Take Back the Night rally and march
    - Labyrinth Journal

### **Position Responsibilities**

- Ensure that the Women's Center serves the diverse needs of the student body by:
  - o Assisting with the maintenance of resource and referral contacts for the WC.
  - o Aiding in the process of establishing short and long-term goals within the WC.
  - o Serving as a liaison to the Western community.
  - o Assisting with the coordination of the Assistant Coordinator for Creative Programming, volunteers and work-study students.

- o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
- o Being available for speaking engagements and newspaper and radio interviews as needed,
- o Performing other duties as needed or assigned.
- Deliver educational, social, and community building opportunities to the campus community by:
  - o Developing/implementing the bystander safety curriculum program
  - o Coordinating at least one event per year geared toward an audience of 250 people or more,
  - o Co-sponsoring with at least three other ROP offices in the academic year.

### **Salary**

Minimum annual salary of \$6,435 (approximately \$289 twice per month fall quarter and approximately \$345 twice per month winter and spring quarters).

### **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 February 19, 2014 by motion ASB-14-W-37.**