



**Associated Students of Western Washington University**  
**Student Advocacy and Identity Resource Centers**  
**Queer Resource Center Advocacy Coordinator**

**About the Position**

The AS Queer Resource Center (QRC) Advocacy Coordinator is responsible for coordinating advocacy efforts for the queer community. The Advocacy Coordinator serves as the chairperson of the Queer Student Advocacy Committee, provides the student perspective and advocates for the student needs on university-wide and/or statewide committees/councils focused on queer issues, facilitates an on-going series of educational dialogues for students within the queer community, and is to stay abreast of issues facing the queer community on campus.

**Position Classification**

Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, advocates on behalf of students, actively promotes community building, maintains specific office functions, performs administrative work, promotes office resources and events, and updates programming resources for the department.

**About the Department**

The AS Student Advocacy and Identity Resource Centers provide information, advocacy, events, and peer-to-peer education to Western students. The four centers within the SAIRC strive to support and empower all members of Western's diverse community. The SAIRC also provides the opportunity for Western's students to gain valuable work and life experience.

The Queer Resource Center (QRC) provides non-judgmental and unbiased programs, safe[r] space, and resources to queer students. The QRC does this by building community among Western students of diverse backgrounds, advocating for and educating about queer identities through events and resources, creating and affirming positive self-identities, networking with queer clubs, providing peer advising services, and addressing current issues relevant to the queer community.

**Term of Position**

This is a three quarter position. This position begins 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**

- Prior experience with managing volunteers or employees.
- Budget management knowledge or experience.
- Demonstrated ability to work collaboratively with people of diverse backgrounds and opinions.
- Conflict management knowledge or experience.
- Organizational and time management skills
- Basic knowledge of issues and/or concern pertaining to the Queer Community
- Ability to work independently and responsibly, while supervising others
- Knowledge and passion about advocating for Queer issues and identities
- Ability to facilitate small group discussion/interaction
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham Community
- Prior experience facilitating committee meetings
- Ability to work flexible hours.

### **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.

### **Student Advocacy and Identity Resource Centers 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 Student Advocacy Resource Centers by:
  - o Attending weekly SAIRC staff meetings, office check-ins, and any additional departmental activities,
  - o Promoting teamwork and collaboration throughout all the SAIRC 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 SAIRC team members.

### **Queer Resource Center Responsibilities**

- Develop and enhance the teamwork, communication, and effectiveness of the QRC by:
  - o Attending all office meetings as scheduled.
  - o Establishing and maintaining an effective working relationship with all QRC staff,
  - o Planning short- and long-term goals for the QRC with office staff and the SAIRC Coordinator.
  - o Continually gathering feedback from participants of events and services,
  - o Maintaining continual communication with QRC staff and interns outside of meetings.
- Promote Queer events and services to the campus community by:
  - o Being aware of and posting Queer-related events to appropriate calendars,
  - o Fostering and enhancing working relationships and communications with all Queer clubs and organizations on campus.
- Foster working relationships with related campus and community resources by:
  - o Connecting with all Queer-related clubs and organizations on campus and offering them guidance on accessing resources to strengthen their impact and development of community on campus,
  - o Regularly communicating and/or co-sponsoring with appropriate organizations including, but not limited to, the Evergreen Wellness Advocates, Sean Humphrey House, Partners Promoting Equality, Western's Counseling Center, the LGBT Advocacy Council, the Equal Opportunity Office, University Residences, and the Queer Youth Project.
- Create an atmosphere of Queer-inclusivity within the offices and programs by:
  - o Portraying a diverse representation of Queer identity,
  - o Striving to include all gender identities and expressions within the office,
  - o Outreaching specifically to marginalized identities within the Queer community.
- Provide educational, social, and community building opportunities to the campus community in relation to the QRC mission by:
  - o Coordinating the annual Drag Show (which functions as an HIV/AIDS benefit event),
  - o Coordinating at least one Queer Club Summit per year as a stand-alone event or as part of a larger event.

- o Coordinating at least one community building event per quarter (usually within the first two weeks of fall quarter, mid-winter, and near the end of spring).

### **Position Responsibilities**

- Ensure that queer students are represented and advocated for through the efforts of the Queer Student Advocacy Committee (QSAC) by:
  - o Serving as chairperson for the committee and conducting the committee's business in a timely and orderly manner that leads to efficient and productive use of all committee members' time and energy.
  - o Leading the committee in the development of both a short- and long-term agenda that lays out priorities for what kinds of improvements to campus programming, academics, and infrastructure would be most positively impactful for students.
  - o Utilizing connections with the LGBT Advocacy Committee and the Equal Opportunity Office to ensure that the concerns and recommendations of the QSAC are considered and added to future planning and implementation conversations.
  - o Working with the committee coordinator for student recruitment efforts
- Provide opportunities to the Queer campus community to provide concerns, issues, and suggestions to enhance inclusion by:
  - o Hosting "town forums".
  - o Developing and implementing an online tool for students to report incidents of bias or hate.
  - o Staying informed of current issues and trends on campus, in the local community, nationally, and globally related to queer issues and creating opportunities for students to engage in activism.
- Ensure that the Queer Resource Center serves the diverse needs of the student body by:
  - o Serving as the QRC's primary liaison to the Western community through campus-wide/statewide committees/councils.
  - o Regularly debriefing events with staff and interns.
  - o Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.)

### **Wage**

Starting hourly rate of \$12.80.

### **Reportage**

The Queer Resource Center (QRC) Advocacy Coordinator reports directly to the Equity and Identity Resource Centers Coordinator.