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| MSU-logo-2001 | JOB DESCRIPTIONPart Time Manager |

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| **Position Title:** | **Women and Gender Equity Network (WGEN) Coordinator** |
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| **Term of Office:** | May 1 - April 30 |
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| **Supervisor:** | Executive Board through the Vice-President (Administration) |
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| **Remuneration:** | D5 |
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| **Hours of Work:** | 14 to 16 hours per week |

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| **General Scope of Duties** |
| The Women and Gender Equity Network (WGEN) Coordinator is responsible for the creation and delivery of programming and awareness events and campaigns about gender equity issues on campus. They will operate within an Anti-Racist and Anti-Oppressive Framework, and create a safe space in the Network's associated spaces for women, trans students, survivors of sexual assault and their supporters to come and feel welcome and secure. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 40% | * Responsible for the recruitment, training and supervision of the Executive members and volunteers
* Initiate and supervise creation of initiatives and programming
* Coordinate ongoing volunteer and Executive team training with the Volunteer Coordinator throughout the year
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| Financial & Budgeting Function  | 10% | * Work with the Vice President (Finance) to meet the financial needs of the service
* Review ledgers on a monthly basis to ensure adherence to budget
* Maintain proper records of Purchase Orders and transactions
* Submitting Purchase Orders in a timely manner
* Work with the Vice President (Finance) to review the service budget prior to completing the employment term
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| Communications Function  | 25% | * Work to foster a professional relationship with McMaster Human Rights & Equity Services (HRES)
* Be knowledgeable about activities of the President’s Advisory Committee on Building an Inclusive Community (PACBIC)
* Co-convene PACBIC Violence Against Women and Gender Based Violence working group
* Membership on the Anti-Violence Network (attend monthly meetings and be on the planning committee for annual events)
* Collaborate with Hamilton based organizations (SACHA & YWCA)
* Advise and assist MSU staff members with matters relating to campus gender equity issues
* Prepare for submission to Executive Board a detailed Year Plan and two reports per term
* Participate in monthly Part-Time manger meetings
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| Advertising & Promotions Function  | 20% | * Promote events and campaigns as required using a variety of mediums, including but not limited to print and digital media
* Utilize the appropriate MSU departments to promote WGEN activities on campus (The Silhouette, CFMU, MSU Almanac, Underground Media & Design etc.)
* Ensure webpage is updated regularly
* Ensure there are informative campaigns run
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| Other  | 5% | * Responsible for other duties as assigned by the Vice-President (Administration)
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| **Knowledge, Skills and Abilities** |
| * Awareness and understanding of topics associated with WGEN ( i.e. transphobia, racism, sexism, ableism, and human rights, heterosexism, cissexism, heteronormativity, intersecting oppressions and invisible privilege, sexual assault)
* Knowledge of the philosophies and fundamentals of WGEN operations
* Knowledge of related Women, trans, and sexual assault resources on campus and in the larger Hamilton community
* Peer counseling and education skills
* Confidence and ability to challenge dominant views
* Organizational and time management skills
* Leadership skills with the ability to lead and direct a team
* Interpersonal skills
* Communication skills are required, especially the ability to talk to large groups of people
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| **Effort & Responsibility** |
| * Commitment will vary by week; summer planning may be more intensive than during the academic year
* Effort may be required to balance WGEN responsibilities and academic/other responsibilities
* Effort required to exercise judgment in staff discipline situations
* Effort required to deal with sensitive subject material and maintain confidentiality
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| **Working Conditions** |
| * Office space in the MSU Committee Room
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| **Training and Experience** |
| * Participation in MSU Management Training
* Suicide Awareness or Intervention Training\* \*
* Positive Space and Trans 101 Training\*

\*Training can be provided – experience / prior completion is an asset. |

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| **Equipment** |
| * Use of personal computer preferred
* Shared office computer is provided
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