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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **WGEN Events and Advocacy Committee Volunteer**  |
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| **Term of Office:** | September 1 – April 30  |
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| **Supervisor:** | Women and Gender Equity Network (WGEN) Logistics Coordinator  |
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| **Remuneration:** | Volunteer  |
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| **Hours of Work:** | 2 to 3 Hours a Week  |

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| **General Scope of Duties** |
| Event Committee Volunteers will perform 2 to 3 hours of work around the development, planning, and executing of WGEN events and campaigns, as assigned by the Logistics Coordinator and with the involvement of the Community Events & Planning Executives. They are responsible for helping create engaging and inclusive events and campaigns (such as discussions, potlucks, storytelling, etc.) which support WGEN’s education and social functions, and align with WGEN’s mandate of supporting students of all genders and survivors of sexual and gender-based violence. They will do so by working closely with other Executives (i.e. Social & Political Advocacy and Promotions).  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Other  | 100% | * Assist in tasks around planning events, including brainstorming names and themes; researching content; and considering the needs of various communities to be addressed by the event
* Develop a variety of accessible and inclusive events which attend to both education and community-building
* Assist in tasks around advocacy campaigns, including brainstorming names and themes; researching content; and considering the needs of various communities to be addressed; work alongside the Research Coordinator and/or the Social & Political Advocacy Coordinator
* Attend and participate in weekly Events Committee meetings with the Logistics Coordinator and Community Events & Planning Executives as scheduled
* Set up, facilitate, and participate in WGEN events throughout the year
* Regularly check communications from the Logistics Coordinator
* Promote campaigns, events, and services provided by WGEN
* Other duties as assigned by the WGEN Coordinator or executives
* Provide feedback on the service
* Be an active member of the WGEN community
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| **Knowledge, Skills and Abilities** |
| * Awareness and understanding of topics associated with WGEN (i.e. racism, hetero-cissexism, ableism, settler colonialism, transmisogyny, heteronormativity, intersecting oppressions and invisible privilege, and sexual and gender-based violence).
* An understanding of safe(r) space
* Confidence and ability to challenge dominant and oppressive views
* Organizational and time management skills
* Commitment and dedication
* Communication skills
* Interpersonal skills
* Ability to work effectively with a team and as an individual
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| **Effort & Responsibility** |
| * Establish and maintain professional connections on and off campus
* Maintain confidentiality of all individuals accessing the WGEN
* Attend any required training sessions
* Continue working on own learning and growth
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| **Working Conditions** |
| * Most duties can be performed in a shared office space
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| **Training and Experience** |
| * Necessary training will be provided
* Previous experience planning events is an asset
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| **Equipment** |
| * Shared computer
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