

# **Associated Students of Western Washington University**

## **AS Resource and Outreach Programs**

### **AS WIRC Assistant Coordinator for Event Programming**

#### **About the Position**

The AS WIRC Assistant Coordinator for Event Programming is responsible for the organizing and implementation of events and programming for the office. This includes the pre-planning process, budget planning, marketing, and other steps for events.

#### **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 five 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 Womxn's Identity Resource Center (WIRC) supports and enables students who hold marginalized gender identities and expressions to fully and actively participate on WWU's campus. We strive to build a community that promotes: exploration of identities through an intersectional lens; solidarity against violence; and critical thinking around gender, race, culture, and other aspects of identity and social issues. We invite you to join us in our resistance.

#### **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**

- Ability to create a welcoming and inclusive environment for all Western students including those of marginalized and underrepresented backgrounds.
- Knowledge and passion about gender issues
- Experience with event planning.
- 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, including underrepresented student populations.
- 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.
- Experience with group facilitation

## **AS Employment Responsibilities**

Serve the diverse membership of the Associated Students in a professional and ethical manner by:

- 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.
- Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
- Being knowledgeable of the AS organization and its general operations.
- Serving on search committees as designated by the AS Personnel Director.

Ensure the legacy of this position by:

- Working with supervisor and Personnel Director to revise and update position job description.
- 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.
- 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:

- Maintaining 10 regular posted office hours for students to utilize office safer space, access resources, and seek peer education.
- Providing unbiased, nonjudgmental, and accurate information and services to students.
- Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.
- Providing a confidential, safer, and inclusive space for students.

- Maintaining client confidentiality in conversations, written correspondence, and any other forms of communication.
- Updating office libraries, magazine and journal subscriptions, and contacts for library cataloguing.

Ensure the smooth, effective operations of the Resource & Outreach Programs by:

- Attending weekly ROP staff meetings, office check-ins, and any additional departmental activities.
- Promoting teamwork and collaboration throughout all the ROP offices.
- 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, and AS Job Fair.
- Establishing and maintaining active working relationships with other ROP team members.

Provide the most relevant and effective resources, outreach, and programming by:

- Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics.
- Collecting and inputting office traffic forms.
- 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 WIRC by:

- Attending all office meetings as scheduled.
- Establishing and maintaining an effective working relationship with all WIRC staff.
- Plan short- and long-term goals for the WIRC with office staff and the ROP Director.
- Continually receiving feedback from participants of events and services.
- Maintaining continual communication with all WIRC staff outside of meetings.

Promote gender-related events and services to the campus community by:

- Being aware of and posting gender-related events to appropriate calendars.
- Publicizing WIRC services, programs, and events pertinent to position purview through social networking, Publicity Center requests, and other outlets.

Foster working relationships with pertinent campus and community resources by:

- Collaborating with all gender-related/sexuality clubs and organizations on campus.
- Regularly communicating and/or cosponsoring with appropriate organizations including, but not limited to, Prevention and Wellness Services (PWS), Western's Empowerment and Violence Education (WEAVE), Peer Sexual Health Educators (PSHEs), Consultation and Sexual Assault Support (CASAS),, Womenscare 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, sexuality, and ethnicity/race-inclusivity within the offices and programs by:

- Portraying a diverse representation of Womxn's identities.
- Striving to include all gender identities and expressions within the office.
- Outreaching specifically to marginalized genders.

- Outreaching to intersectional identities

Provide educational, social, and community building opportunities to the campus community in relation to the WIRC's mission by:

- Working with WIRC staff to develop 3-4 events per quarter which include the following annual events:
  - o Memoirs (the identity expression experience led by the Assistant Coordinator for Identity Expression)
  - o "The Sex Ed You Wish You Had" (or a similarly-named inclusive sex ed program in collaboration with the Queer Resource Center and the Disability Outreach Center)

### **Position Responsibilities**

Ensure that the WIRC serves the diverse needs of the student body by:

- Assisting with the maintenance of resource and referral contacts for the WIRC.
- Aiding in the process of establishing short and long-term goals within the WIRC.
- Serving as a liaison to the Western community.
- Assisting with the coordination of the functions of the WIRC Assistant Coordinator for Identity Expression, volunteers, and work-study employees.
- Assessing the needs of the office in order to be more inclusive (e.g. books, visual representation, programming topics and materials, resources, etc.).
- Outreaching to other AS and University programs for collaboration.
- Being available for speaking engagements and newspaper and radio interviews as needed.
- Performing other duties as needed or assigned.

Provide educational, social, and community building opportunities to the campus community in relation to the WIRC mission by:

- Planning and implementing 3-4 events general programs/events per quarter supporting the mission and purpose of the WIRC such as, but not limited to: Providing collaborative programming opportunities with Associated Students office, WWU departments, and Bellingham community organizations.
- Submitting Program Planning Worksheets to the WIRC Coordinator and ROP Coordinator for approval prior to beginning implementation of each event.
- Developing a budget for each event and initiating Expenditure Requests (ERs) to be send to the WIRC Coordinator for approval.
- Developing and executing a promotion plan for each event, including using the AS Publicity Center, AS Communication & Marketing Office, social media, etc.
- Ensuring that all event evaluations are completed and entered into tracking systems in a timely manner.
- Presenting topics and/or facilitating discussions at some events.
- Maintaining a balanced representation of intersecting identities in programming.
- Planning a Kickoff event to bring together womxn/gender marginalized students with (in early fall).
- Planning educational events for the broader campus (e.g. forum, panel, speaker, workshop).

Create an atmosphere of identity-inclusivity within the clubs/organizations and programs by: \_\_\_\_\_

- Working with Womxn/gender-related clubs to expand their programming to include intersecting and marginalized identities.
- Reflecting intersections of identity through all event planning within the position.
- Collaborating with the Ethnic Student Center each quarter, by either co-sponsorship or co-promotion of each other's events, to ensure the representation of diverse identities.
- Outreaching specifically to other marginalized identity offices at WWU.

**Salary**

Minimum annual salary of \_\_\_\_\_ (approximately \$ twice per month fall quarter and approximately \$ twice per month winter and spring quarters).

**Reportage**

This position reports directly to the Womxn's Identity Resource Center Coordinator.