

Associated Students of Western Washington University
AS Resource and Outreach Programs
AS Womxn's Identity Resource Center Coordinator

About the Position

The AS Womxn's Identity Resource Center (WIRC) Coordinator is responsible for facilitating the realization of the WIRC Statement of Purpose while supervising, training and supporting the WIRC Assistant Coordinators for: Advocacy & Peer Support, Event Programming, Identity Expression, work-study staff and volunteers.

Position Classification

Coordinators provide programming for the Associated Students (AS) 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 Student Budget Coordinator, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update 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.
- 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.

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 cataloging.

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), 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, 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 students who hold intersecting marginalized 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

Use student fees in a responsible and proper manner by:

- Serving as Student Budget Coordinator for the budgets of the WIRC.
- Developing quarterly and annual budget plans and projections.
- Regularly reviewing and maintaining budgets through Budget Tracker and Banner/Millennium.

Ensure that all WIRC staff perform the responsibilities of their jobs by:

- Conducting new employee orientation.
- Supervising all office personnel.
- Developing training materials and opportunities.
- Coordinating and facilitating WIRC staff meetings.
- Providing on-going feedback and conducting evaluations.
- Requiring staff members to fill out client traffic sheets.
- Providing recognition to staff for their accomplishments and contributions.
- Providing advance approval all WIRC events and activities, in conjunction with the ROP Coordinator.
- Supporting all events put on by the WIRC and the WIRC staff by being present and available as needed for the success of the events.
- Ensuring that all required paperwork is complete and turned in on time.

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

- Coordinating the process of establishing short and long-term goals within the WIRC.
- Regularly debriefing events with staff and interns.
- Assessing the needs of the office in order to be more inclusive (books, visual representation, programming topics and materials, resources, etc.).
- Being available for speaking engagements and newspaper and radio interviews as needed.
- Performing other duties as needed or assigned.

Coordinate volunteer program within the WIRC by:

- Facilitating a bi-weekly meeting with the WIRC volunteers in order to check-in with supervisees and to learn about any issues or challenges that may have arisen inside the office.
- Supervising the WIRC volunteers/interns/work study, ensuring that all of their duties are carried out effectively.
- Scheduling the hours of the WIRC Volunteers as needed for ideal coverage of the center.
- Serving as a resource person and supportive leader to WIRC Volunteers by offering guidance and suggestions for how they can improve or troubleshoot, when appropriate.

- During Red Square Info Fair and major AS events, recruiting additional volunteers.
- Maintaining a roster and communication network for the volunteer base.
- Submitting all necessary paperwork to Human Resources to register students as official university volunteers, including timesheets of their hours worked.

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 Coordinator of Student Equity & Advocacy Programs.