

About the Position

The AS Womxn's Identity Resource Center (WIRC) Advocacy Coordinator is responsible for coordinating advocacy efforts for the womxn and femme community. The Advocacy Coordinator serves as the chairperson of the Womxn and Femme Advocacy Committee, provides the student perspective and advocates for the student needs on university-wide and/or statewide committees/councils focused on womxn and femme issues and is to stay abreast of issues facing the womxn and femme 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 Associated Students AS Student Advocacy and Identity Resource Centers provide information, advocacy, events, and peer-to-peer education to Western students. The five-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.

fr the Womxn's Identity Resource Center (WIRC) provides non-judgmental and unbiased programs, welcoming space, and resources to students who identify as womxn and/or femme. The WIRC does this by building community among Western students of diverse backgrounds, advocating for and educating about Womxn and Femme identities through events and resources, creating and affirming positive self-identities, networking with clubs, providing peer advising services, and addressing current issues relevant to the community.)

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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 Womxn and Femme Community
- Ability to work independently and responsibly, while supervising others
- Knowledge and passion about advocating for womxn and femme 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.

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

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

Womxn's Identity Resource Center Responsibilities

- Develop and enhance the teamwork, communication, and effectiveness of the WIRC by:
 - o Attending all office meetings as scheduled.
 - o Establishing and maintaining an effective working relationship with all WIRC staff,
 - o Planning short- and long-term goals for the WIRC with office staff and the SAIRC Coordinator.
 - o Continually gathering feedback from participants of events and services,
 - o Maintaining continual communication with WIRC staff and interns outside of meetings.

- Promote Womxn and Femme events and services to the campus community by:
 - o Being aware of and posting Womxn and Femme-related events to appropriate calendars.
 - o Fostering and enhancing working relationships and communications with all Womxn and feminist clubs and organizations on campus,
 - o Publicizing WIRC services, programs, and events pertinent to position purview through social media, Publicity Center requests, and other outlets.

- Foster working relationships with related campus and community resources by:
 - o Connecting with all womxn and/or femme-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, Partners Equality, Western's Counseling Center, the Equal Opportunity Office, University Residences Promoting

- Create an atmosphere of femme-inclusivity within the offices and programs by:
 - o Portraying a diverse representation of womxn and femme identity,
 - o Striving to include all gender identities and expressions within the office,
 - o Outreaching specifically to marginalized identities within the womxn and femme community.

- Provide educational, social, and community building opportunities to the campus community in relation to the WIRC mission by
 - Coordinating the annual events such as memoirs.
 - 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 womxn and femme students are represented and advocated for through the efforts of the Womxn's Student Advocacy Committee (WSAC) by:
 - 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,
 - 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,
 - Utilizing connections with the Equal Opportunity Office to ensure that the concerns and recommendations of the WSAC are considered and added to future planning and implementation conversations,
 - Working with the committee coordinator for student recruitment efforts

- Provide opportunities to the Womxn and Femme campus community to provide concerns, issues, and suggestions to enhance inclusion by:
 - Hosting "town forums".
 - 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 Womxn's Identity Resource Center serves the diverse needs of the student body by:
 - Serving as the WIRC's primary liaison to the Western community through campus-wide/statewide committees/councils,
 - 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.)

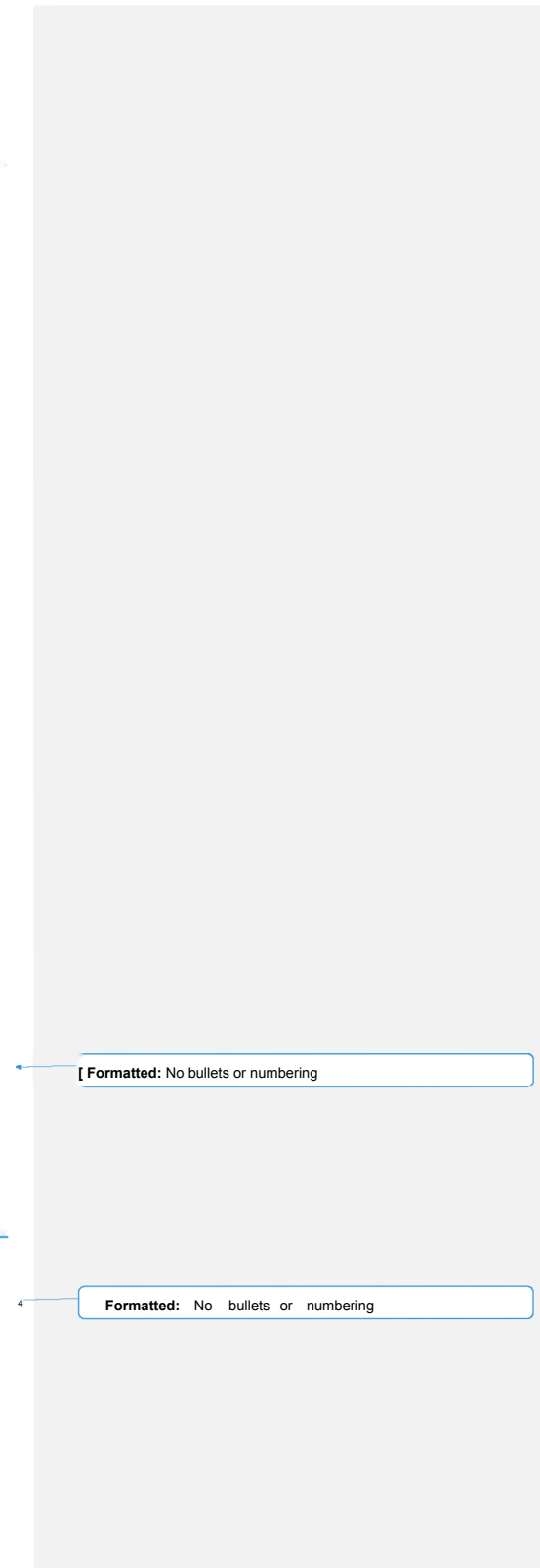
Wage

Starting hourly wage of \$12.80.

Reportage

The Womxn's Identity Resource Center Advocacy Coordinator reports directly to the Equity and Identity Resource Centers Coordinator.

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