

#### About the Position

The AS Womxn's Identity Resource Center (WIRC) Educational Programming Coordinator outreaches to and educates the campus community on Womxn and Femme issues and identities, ensures quality and accuracy in the WIRC's educational resources, assists in the coordination of all WIRC events, and supports the day-to-day operations of the WIRC.

#### 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.

[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:
  - 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.

#### 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 resource, 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.

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 Promoting Equality, Western's Counseling Center, the Equal Opportunity Office, University Residences
  
- 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

- Deliver educational opportunities on womxn and femme issues to the campus community by:
  - o Coordinating 1 - 2 educational events per quarter,
  - o Arranging for guest presenters.
  - o Presenting topics and/or facilitating discussions at some events,
  - o Reaching out to Residence Life staff, the Residence Hall Association, and National Residence Hall Honorary to offer assistance with programming and events on womxn and femme issues.
  - o Maintaining a balanced representation in programming for/about multiple identities.
  - o Providing classroom or office presentations as requested by faculty or staff.

- » Provide the most relevant and effective resources, outreach, and programming by:
  - o Developing and maintaining tracking systems in order to assess client use, frequently asked questions, concerns, office visits, and other usage statistics.
  - o 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.

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- Ensure that the WIRC provides quality programming to the campus community by:
  - o Assessing the needs and interests of the community,
  - o Making necessary facility reservations,
  - o Completing all programming paperwork on time.
  - o Performing other duties as needed or assigned by the EIRC Coordinator.

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Wage

Starting hourly wage of 512.80.

Reportage

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