

Womxn's Centre Administrative Coordinator

DUTIES

- Be responsible to the Student Services Manager, Vice President Student Services, and the President, and on financial matters, shall be responsible to the Vice President Finance.
- Provide direction and coordination of the Centre's activities in cooperation with the Programming Coordinator while ensuring the Service Centre meets the needs of students.
- Work as an equal and active member of the Womxn's Centre collective.
- Assist the planning and coordination of informational and educational events including (but not limited to): Survivors Speak, Fem(me) Film Fest and other centre activities and events at least once per semester.
- Responsible for daily maintenance of social media platform(s) and applying techniques to grow audience.
- Recruit volunteers to assist in Centre's day-to-day operation and special projects, plan volunteer training at least once per semester, review and consider volunteer input.
- Responsible for weekly reports, daily/monthly metric collection, organization and maintenance of office technology and space. Retain and attend all scheduled office hours.

REQUIREMENTS

- Membership in the Carleton University Students' Association or the Graduate Students' Association (Taking at minimum .5 credit per semester).
- Awareness and sensitivity to issue including but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
- Established knowledge of Google Suite, and Office Suite.
- Excellent interpersonal skills, ability to work unsupervised in groups or individually.
- Quick learner who is organized and a self starter who is passionate about the centres goals.

Please Note: Applicants MUST opt-in to the "Student Life and Success Programs" AND "Student Opportunities and Space" fees at registration to apply for this position.

TERM & RATE

One year from hiring date. \$15.25/hr, 20 hrs/week (reduced to 10 hrs/week during summer). This is a unionized role with CUPE 1281.

HOW TO APPLY

Are traditional cover letters old school? We think so, instead tell us about yourself, why you want to work at CUSA, and your ideas for the position in a multimedia format (eg, video, blog post, collage and write up, slideshow, audio recording, or any other format you'd prefer). **All applicants must also submit a resume, class schedule, and one reference letter.**

SUBMIT YOUR
application
VIA EMAIL TO

jobs@cusaonline.ca
Carleton University Students' Association
401 University Centre Building, 1125 Colonel By Drive
Ottawa, ON • K1S 5B6 | Phone: 613-520-6688

deadline
JUNE 16, 2019

CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, Indigenous people, people of colour, people with disabilities, international students, and gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA's accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.