Womxn’s Centre Administrative Coordinator

**DUTIES**

- Be responsible to the Student Services Manager, 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.

**TERM & RATE**

One year from hiring date. $15.79/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.**

**SUMMIT 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**

JULY 31, 2020