Womxns Centre Programming Coordinator

DUTIES

• Be responsible for the coordination and the operation of the center’s services.
• Collaborate with the Administrative Coordinator to decide weekly/monthly themes.
• Plan and execute educational and advocacy related programming via events, workshops, campaigns etc.
• Prepare the events and programs outline prior to the start of every semester.
• Plan and execute at least one large-scale event per semester.
• Create and present engaging slide shows/presentations for all events and programs.
• Work with campus and community stakeholders to engage the student body in the area of feminism.
• Responsible for submitting communication requests to the Communications Office for all events and programs and promoting the events on social media.
• Reach out to on-campus organizations to promote and advertise events and programs such as clubs and societies, departments, faculties, etc.
• Submit all necessary paper/digital work to promote the event through on campus resources such as ISSO Newsletter, PMC, CUx, etc.
• Plan and execute events requested by on-campus organizations such as clubs and societies.
• Research, create and maintain a peer support group.
• Collaborate with other service centres on events and programming.
• Prepare a yearly budget for all the events, programs and needs that the centre has to cover.
• Recruit volunteers to assist in Centre’s day-to-day operation and special projects, plan volunteer training at least once per semester.
• Facilitate the mandatory introductory training for new volunteers (Peer support, Disability Etiquette, CUSSP etc).
• Maintain organization of online platforms for volunteers.
• Promote a healthy campus environment by encouraging green initiatives.
• Retain and attend all scheduled office hours.

REQUIREMENTS

• Membership in the Carleton University Students’ Association or the Graduate Students’ Association (taking at minimum of 0.5 credit per semester).
• Awareness and sensitivity to issues including but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
• Established knowledge of Google Suite, and Office Suite.
• Excellent interpersonal skills, creativity, and the ability to work efficiently.
• Ability to take initiative and work independently.
• Quick learner who is organized and a self starter who is passionate about the centre’s goals.
• Knowledge and training in areas including but not limited to: mental health first aid, first aid, and peer support (training can be provided).
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TERM & RATE

Contract ends on April 30th 2022 (possibility for 1 year renewal). $16.11/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
May 21st, 2021

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.