

WIN Exec Selection

Roles & Descriptions

Events Officer

- This position covers most of the operational and Logistical management of WIN events.
- Logistical responsibilities will include scheduling, room bookings.
- Management responsibilities will include working with finance officer to create budgets and communications officer to write up event descriptions and marketing materials.

Resources Officer

- Will handle all finances and budgeting for WIN.
- Work with events manager to create budgets for events.
- Handle receipt collection and reimbursements through the USC.

Communications Officer

- Work with design associate and events manager to coordinate marketing for events
- Manage relations with and forge new partnerships with the community, student organizations, and other USC services
- Ensure global campaigns are supported by WIN, and export WIN's activities to the wider community

Design Associate

- Work with Events Manager to devise marketing plans for events
- Design posters and other advertising materials for events
- Send e-mails out to interested campus members
- Update twitter, facebook, etc., with news and events

Thank you for expressing interest in the Women's Issues Network! Please send CV and the completed application to Rishita Apsani, Women's Issues Network Coordinator at womensissues@westernusc.ca by no later than September 12th, 2014 at 4:00pm.

WIN Application

Full Name

Program

Year

Role

What relevant experience do you bring to the role? Please list in point form.

What is the biggest issue facing women and girls today, and how do you see WIN helping to work towards a solution? (300 words)