University Students' Council of the University of Western Ontario
Position Description
WOMEN'S ISSUES NETWORK COORDINATOR

EFFECTIVE: February 20, 2015

AUTHORITY: Executive   **RATIFIED BY:**   Executive

1.00   POSITION TITLE: WOMEN'S ISSUES NETWORK (WIN) COORDINATOR

2.00   POSITION OVERVIEW:

(1) The Women's Issues Network Coordinator is dedicated to recognizing, representing, and rectifying gender inequalities affecting Western students. The WIN Coordinator is committed to providing educational resources and programming that promotes gender equality and engenders safe and healthy relationships for woman.

3.00   PRIMARY RESPONSIBILITIES:

(1) Maintain communication with USC Coordinators, liaise with other campus groups and collaborate with women's organizations in London to create shared advocacy platforms and programs.

(2) Manage the operation of the Women's Issues Network (WIN) office within the Peer Support Centre. The Coordinator is responsible for all operational oversight including WIN's volunteers and Executives, and administrative duties within the space.

(3) Develop and maintain content for WIN on all appropriate USC affiliated web pages.

(4) Organize and execute at least one WIN event per semester.

(5) Schedule fixed weekly office hours in the Peer Support Centre to maintain availability for students.

(6) Establish relevant policies and programs which help to eliminate gender-biased barriers present at the USC and on the Western campus.

(7) Recruit and select members of the WIN Executive Team, including the V-Day Producer. The WIN Coordinator will be responsible for managing and supporting these members throughout their term.

(8) Oversee and submit the WIN programming budget to the Vice President Internal prior to any event.

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(9) Conduct one research project throughout the year that addresses an issue or a potential area of improvement that is of interest to the Coordinator and that will provide student feedback and professional research to the USC within the Coordinators relevant area. Upon completion, the Coordinator will both use the acquired research to advocate to relevant parties on behalf of student interests as well as provide a research summary and brief to the Vice President Internal.

(10)   This research project will consist of a combination of both issue identification and policy research.

      i.   Issue identification can be described as primary or secondary research conducted to better understand what students are currently discussing.

      ii.   Policy research is the process of gathering information about a topic identified during the issue identification process to advance student interest in this area.

(11)   Adhere to USC bylaws, policies and procedures.

(12)   Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

4.00   QUALIFICATIONS:

(1) Interpersonal Communication: The WIN Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.

(2) Project Management: The WIN Coordinator will act as project manager for all the projects incumbent upon the WIN Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The WIN Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

(3) Group Facilitation: In leading the WIN Executive Committee, the WIN Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.

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5.00   TIME COMMITMENT:

5.01   This position requires varying time commitments.

(1) April to August: *2 – 3* hours per week

(2) September to March: *7 – 10* hours per week

(3) The expected time commitment in the week leading up to an event and the week of an event will be *10 – 15* hours per week.

(4) The WIN Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00   TRAINING/SUPPORT:

(1) The WIN Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Internal and the USC Volunteer Resources Department.

(2) The WIN Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.

(3) Throughout their term, the WIN Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Resources Department.

(4)   The WIN Coordinator will be provided advocacy training facilitated by the USC Government Services Branch.

7.00   LEARNING OUTCOMES:

(1) The WIN Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.

(2) The WIN Coordinator will develop the propensity and capacity to challenge gender based discrimination on campus through public education.

(3) The WIN Coordinator will develop project planning and event management skills.

8.00   COMMUNITY IMPACT:

(1) WIN's vision is to create an inclusive and supportive campus community, free from gender-based stereotypes, prejudice, discrimination, harassment, and violence

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(2) The WIN provides safe space and support, offers advocacy, promotes awareness and discussion of issues, facilitates student involvement and enables access to educational resources on gender issues.

(3) The WIN Coordinator will work to foster a strong sense of involvement and shared participation among WIN Executive Committee members in all portfolio endeavours.

9.00   EVALUATION:

(1) The WIN Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.

    i.   Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.

    ii.   A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00   COMPENSATION

(1) The WIN Coordinator shall receive two honourarium payments of $500.00 as compensation for their work.

(2) In order to receive the first honourarium payment, the WIN Coordinator must:

    i.   Remain within the position until January 1st in the relevant academic year;

    ii.   Submit an interim report to the primary supervisor by the end of the fall term; and,

    iii.   Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

(3) In order to receive the second honourarium payment, the WIN Coordinator must:

    i.   Remain within the position until April 30th in the relevant academic year;

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      ii.   Submit an final report to the primary supervisor by the end of the fall term; and,

      iii.   Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

(1) Primary supervision: Vice-President Internal

(2) Secondary support: Coordinator, Volunteer Resources and Manager, Volunteer Resources