

Women's Issues Network Committee Position Descriptions:

Design Associate

- Work with the events manger to design posters for events
- Help film and edit thematic videos for awareness and advertising purposes
- Work in lieu with the events manager to devise marketing strategies for events
- Previous experience with Photoshop, and video editing software is valuable

Events Manager

- Responsible for the logistic operations of all WIN events such as room bookings, scheduling etc.
- Work with the finance officer to devise budget plans
- Work in lieu with the design associate to devise marketing strategies for events

Communications Officer

- Update twitter, facebook etc with news and events
- Manage and cultivate new relationships with community organizations, clubs, other peer support network portfolios, USC services etc.

Finance Associate

- Handle all finances and budgeting for WIN
- Create budgets for events with the help of the events manager
- Responsible for receipt collection and reimbursements through the USC.