University Students' Council – Position Description

Position Title: **Women's Issues Network Coordinator**
Supervisor: Student Programs Officer
Remuneration: Honoraria $1000 ($500 per semester)
Hours of Work: 5 - 7 hours per week average, 10 - 15 hours during peak time
Term: May 1 – April 30th

OVERVIEW:

Show the Western campus that gender really is just a social construct that should not limit who you are or what you can achieve. In this role, you will coordinate educational resources and programming that promotes gender equality and creates safe and health relationships for those who identify as women. You will liaise with other campus groups and organizations in London to create shared advocacy initiatives and programs to ensure that Western a welcome place for all.

DUTIES AND RESPONSIBILITIES:

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

- 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.

- Organize and execute at least one WIN event per month.

- Assist the Student Programs Officer and Associate Peer Programs plan and execute the International Women's Day Summit.

- 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.

- Oversee the WIN programming budget.

- Adhere to USC bylaws, policies and procedures.

- 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.

- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

QUALIFICATIONS:

- All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.

- A Coordinator cannot be a USC Councillor during their term as a Coordinator.

KNOWLEDGE, SKILLS and ABILITIES:

- 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.

- 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.

- 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.

TRAINING:

- The Women's Issues Network Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.

  The Women's Issues Network Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.