Position Title: WGEN Social and Political Advocacy Executive

Term of Office: May 1 – April 30

Supervisor: Women and Gender Equity Network (WGEN) Coordinator

Remuneration: Volunteer

Hours of Work: 3 to 5 hours per week

General Scope of Duties
The Social and Political Advocacy Executive is responsible for the creation and implementation of campaigns and workshops that raise awareness and promote positive change of various social and political issues relevant to women, and trans students, sexual violence, and Missing and Murdered Indigenous Women in the McMaster community.

Advocacy will be carried out by creating educative workshops and campaigns that address relevant McMaster student issues surrounding such issues as gender inequality, sexual violence, and the rights of women and trans students.

This executive will work with both MSU and community partners in order to assure that the projects are highly inclusive, appropriate, and impactful.

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<th>Category</th>
<th>Percent</th>
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| Advocacy and Promotions Function | 30%     | ▪ Work with the Promotions executive and communicate ideas for promotional materials and timelines to work within  
▪ Network with clubs, services, and community partners to find partners and promote these social events  
▪ Continually update social media with articles, community events and ongoing campaigns  
▪ Maintain strong communication with the WGEN Coordinator, executives, and volunteers |
| Financial & Budgeting Function | 10%     | ▪ Work with the WGEN Coordinator to ensure that the budget aligns with the service budget  
▪ Retain financial information to receive reimbursement from the WGEN Coordinator  
▪ Seek external funding as needed |
| Programming Function    | 50%     | ▪ Work with the WGEN Coordinator other executive to |
generate ideas about educative workshops

- Work with the executive team to plan and launch campaigns
- Coordinate with the WGEN Coordinator and external partners to organize workshops in both semesters
- Book space and food as necessary for safe(ri)-space, social events, and workshops
- Collect statistics on the number of students attending all workshops and campaign events

Other 10%
- Other duties as assigned by the WGEN Coordinator
- Provide feedback on the service
- Attend executive meetings as scheduled
- Be an active member of the WGEN community

Knowledge, Skills and Abilities

- Awareness and understanding of topics associated with WGEN (i.e. transphobia, racism, sexism, ableism, and human rights, heterosexism, cissexism, heteronormativity, intersecting oppressions and invisible privilege, sexual assault).
- Confidence and ability to challenge dominant views
- Organizational and time management skills
- Interpersonal skills
- Communication skills
- Creativity

Effort & Responsibility

- Previous experience planning events or workshops is an asset
- Establish and maintain professional connections on and off campus
- Maintain confidentiality of all individuals accessing the WGEN

Working Conditions

- Time demands may exceed stated hours of work
- Most work can be completed in a shared office space

Training and Experience

- Necessary training will be provided

Equipment

- Shared computer