JOB DESCRIPTION

**Position Title:** WGEN Social Community Events and Planning Executive(s)

**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 Community Events and Planning Executive(s) are responsible for building a welcoming, safe(r) and supportive network for women-identified people, trans people folk, those who identify outside the gender binary, survivors of sexual assault, and other members of WGEN. This process will include consulting with various universities and community partners about fun and inclusive social events (such as discussions, potlucks, storytelling, etc.) safe(r) space facilitation, and planning and advertising the social events and the space.

**Major Duties and Responsibilities**

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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<tbody>
<tr>
<td>Advertising and Promotions Function</td>
<td>30%</td>
<td>- Work with the Promotions executive to communicate ideas for promotional material and timelines to work within&lt;br&gt;- Network with clubs, services, and community partners to promote these social events&lt;br&gt;- Continually advertise the location and times of the safe(r) space</td>
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<tr>
<td>Financial &amp; Budgeting Function</td>
<td>5%</td>
<td>- Work with the WGEN Coordinator to ensure that the budget aligns with the service budget&lt;br&gt;- Retain financial information to receive reimbursement from the WGEN Coordinator&lt;br&gt;- Seek external funding as needed</td>
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<td>Programming Function</td>
<td>60%</td>
<td>- Work with the WGEN Coordinator, other executive, and volunteers to generate ideas about social events&lt;br&gt;- Oversee a planning committee of volunteers seeking to help plan events and campaigns&lt;br&gt;- Collaborate with community partners to organize several social events per semester (i.e., one first semester and two social events second semester)&lt;br&gt;- Book space and food as necessary for events safe(r) space and social events</td>
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Comment [vpad1]: should we change the language to say "at least 2 events per semester" or something like that? I think the more specific the better because several has too much for interpretation into
Work with the WGEN Coordinator to develop protocol for safe(r) space for women-identified students
- Facilitate a drop-in, safe(r) space hours for a variety of groups identified (Women, transfolk, non-binary folk, etc) students every week
- Collect statistics on the number of students coming out to events and drop-in hours
- Maintain strong communication with the WGEN Coordinator, fellow executives, and volunteers

Other
- 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).
- An understanding of safe(r) space
- Confidence and ability to challenge dominant views
- Organizational and time management skills
- Interpersonal skills
- Communication skills

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

Working Conditions
- Shared office space in the MSU Committee Room
- 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

Comment [vpad2]: is it only women-ID or also trans and non-gender conforming?