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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **WGEN Social and Political Advocacy Coordinator** |
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| **Term of Office:** | May 1 – April 30  |
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| **Supervisor:** | Women and Gender Equity Network (WGEN) Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 3 to 5 hours per week |

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| **General Scope of Duties** |
| The Social and Political Advocacy Coordinator will facilitate consultations for developing educational workshops and campaigns. These workshops and campaigns will bring attention to various social and political issues relevant to women, trans and gender non-conforming students, gender-based violence, and Missing and Murdered Indigenous Women in the McMaster community. They will be responsible for facilitating consultation from community partners around these issues. They will work closely with the Community Events and Planning Executives in executing collaboration events.This executive will work with both MSU and community partners in order to assure that the projects are highly inclusive, appropriate, impactful, and align with principles of intersectional feminism. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| 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
* Consult on social media updates of articles, community events and ongoing campaigns
* Maintain strong communication with the WGEN Coordinator, executives, and volunteers
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| 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
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|  Programming Function  | 50% | * Work with the WGEN Coordinator other executive to generate ideas about educative workshops
* Collaborate with community partners to organize collaboration events
* Coordinate with the WGEN Coordinator and external partners to organize workshops in both semesters
* Collect statistics on the number of individuals reached through campaigns and workshops
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| 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
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| **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
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| **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
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| **Working Conditions** |
| * Time demands may exceed stated hours of work
* Most work can be completed in a shared office space
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| **Training and Experience** |
| * Necessary training will be provided
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| **Equipment** |
| * Shared computer
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