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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **WGEN Logistics 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 Logistics Executive is one of three members of the events team. Primarily, they will be responsiblefor organizing the logistics of WGEN events. This includes: booking rooms and equipment for events,scheduling events, completing EOHSS fulfilments, managing set-up and takedown of events, and coordinating the Events Committee. In running the Events Committee this executive will have input into event brainstorming and content creation. They will also be responsible for the weekly upkeep and organization of space materials and displays.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** |
| Advertising and Promotions Function  | 10% | * Work with the Promotions executive to communicate ideas for promotional material and timelines to work within
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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  | 65% | * Work with the WGEN Coordinator, other executive, and volunteers to generate ideas about events
* Oversee a planning committee of volunteers to help plan events and campaigns
* Complete event planning tasks such as EOHSS fulfillments, set-up, takedown and event facilitation
* Collaborate with community partners to organize events
* Book space, equipment and food as necessary for events
* Collect statistics on the number of students coming out to events
* Maintain strong communication with the WGEN Coordinator, fellow executives, and volunteers
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| Other  | 15% | * 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).
* An understanding of safe(r) space
* Confidence and ability to challenge dominant views
* Organizational and time management skills
* Interpersonal skills
* Communication skills
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| **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
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| **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
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| **Training and Experience** |
| * Necessary training will be provided
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| **Equipment** |
| * Shared computer
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