

## **Job Opportunity**

The Saint Mary's Women's Centre is seeking a

### **Communication and Administrative Coordinator**

**for the 2010 – 2011 academic year.**

We are a student-run feminist organization, working to create a women-friendly campus. We promote and create a diverse range of activities, as well as a welcoming space for women.

#### **Duties Include:**

- Advocacy work on behalf of women at Saint Mary's.
- Responsible for all Women's Centre communications and Public Relations, including responses to Journal articles and writing op-ed pieces for the Journal and other newspapers/sites
- Sending out weekly newsletters and maintenance of mailing list
- Ensuring there the Centre has a strong online presence through website updates, regular blog posts and various online social networks
- Assist the Programming and Volunteer Coordinator in the recruitment, coordination and training of volunteers
- Liaising with other organizations on campus and in the community
- Keeping library organized and up-to-date
- Communicating with SMUSA, including taking on the role as Primary Event Organizer
- Management of finances, financial reports and audits
- Develop end-of-term reports for the Board and SMUSA
- General office management, such as maintenance of files and email accounts
- Reporting all activities to the Board and attending meetings
- Works closely with the Programming and Volunteer Coordinator

#### **Skills Required:**

- An understanding and commitment to feminism and women's issues
- Time management, organizational, and interpersonal skills are essential

- Strong writing and communication skills
- Candidate must be energetic and self-directed, yet willing to work within a team environment
- Knowledge of computers and the Internet, particularly social networking sites
- Familiarity with SMUSA and SMU policies is an asset
- Experience working with volunteer organizations, preferably with a university Women's Centre, is an asset
- Preference will be given to a graduate student or one with a background in Women's Studies or other relevant area

The Ideal candidate will have an interest in or experience in Communications, PR, Journalism and/or Advocacy work

Position begins on August 20<sup>th</sup> 2010 and ends on April 30<sup>th</sup> 2011.

Pay is \$13/hr for graduate students, \$11.50/hr for undergraduates, including 4% Vacation Pay, for 10 Hours/Week

Applications should include a cover letter, resume, unofficial academic transcript and list 3 references. They can be submitted by e-mail to [smu.womenscentre@gmail.com](mailto:smu.womenscentre@gmail.com) or dropped off in person at the SMU Employment Centre by **Friday, March 12<sup>th</sup> @ 4pm.**