

Job Opportunity

The Saint Mary's Women's Centre is seeking a
Programming and Volunteer 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 on campus for women.

Duties Include:

- Working as an advocate on behalf of women at Saint Mary's
- Responsible for recruiting and organizing volunteers. This includes: volunteers recruitment, training, task division, programme assistance, check-in/supervision, retention, appreciation.
- Programme assistance with events run by Board members, volunteers, students and external organizations
- Organizing an Open House for the fall and winter semesters
- Participating in society events, such as the Society Expo in the fall
- Promoting all events, as well as working with the Communications Coordinator on a monthly calendar of events
- Connecting with other organizations in the community, including other University Women's Centres, to create programming and/or workshops
- Identifying and responding to gaps in service provisions on campus
- Reporting all activities to the Board and attending meetings

Required Skills:

- 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
- Experience working with volunteer organizations, preferably with a university Women's Centre, is an asset
- Experience with planning events and public speaking 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 experience or an interest in doing advocacy work, policy shaping, event planning, and working with community and non-profit groups.

Position begins on August 20th 2010 and ends on April 30th 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 or dropped off in person at the SMU Employment Centre by **Friday, March 12th @ 4pm.**