

## JOB DESCRIPTION

### **GENDER EMPOWERMENT CENTRE OUTREACH AND COMMUNICATIONS COORDINATOR**

#### **- GENDER EMPOWERMENT CENTRE**

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

#### **FUNCTION:**

1. Provide advocacy for self-identifying women, non-binary, and gender nonconforming people at UVic and in the community.

#### **ORGANIZATIONAL RELATIONSHIP:**

1. Reports to the Gender Empowerment Centre Collective and the University of Victoria Students' Society through the Executive Director.

#### **ORGANIZATIONAL BACKGROUND:**

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

#### **DUTIES:**

1. Draft and review the GEM Constitution and Bylaws and policies, and make them accessible to Collective members and staff.
2. Monitor GEM expenses, provide financial reports to the Collective, and liaise with UVSS Accounting staff as needed.
3. Maintain the GEM email list and respond to telephone, email, and in-person inquiries.
4. Maintain office hours and ensure the Centre is inclusive and accessible.
5. Develop and facilitate workshops on campus.
6. Plan, actively advertise, and provide reports at Collective and annual general meetings, and ensure vacant Collective positions are filled.
7. Maintain active communication with the GEM representative on the UVSS Board, including supporting their participation on the UVSS Advocacy Relations Committee.
8. Coordinate GEM outreach, projects, and events.
9. Coordinate Work Study students, including developing job descriptions and work plans, hiring, training, supervising, and providing feedback.
10. Maintain a current list of community resources and provide emergency crisis referrals.
11. Develop and maintain physical, digital, and in-person outreach materials.
12. Maintain website and social media accounts.
13. Establish and maintain active coalitions with UVSS Advocacy Groups and relevant social justice organizations.
14. Maintain the GEM library.
15. Facilitate the ordering and purchasing of resources (including menstrual cups, safer sex supplies, and more).
16. Other related duties as assigned by the Executive Director.

#### **QUALIFICATIONS**

##### **Required:**

1. Enrollment in or completion of a relevant degree program and/or two-years of equivalent paid or volunteer experience.
2. Demonstrated experience working within intersectional feminist frameworks, including,

but not limited to: social justice, decolonialization, gender and sexual diversity, sexual health, and menstrual equity.

3. Direct anti-oppressive organizing and activism experience.
4. Demonstrated experience providing peer support.
5. Experience maintaining organizational social media accounts.
6. Minimum one year of facilitation experience (workshop and meeting facilitation, teaching, etc).
7. Demonstrated experience working both independently and within a non-hierarchical organization.
8. Demonstrated experience managing multiple competing projects.
9. Minimum one-year of experience coordinating volunteers.
10. Excellent written and verbal communication and interpersonal skills.

**Preferred:**

1. Familiarity with consensus decision-making models.
2. Experience with WordPress, Microsoft Office, and the Google Suite.
3. Experience working with non-profit organizations.
4. Commitment to unlearning internalized oppressive values.
5. Ability to organize in participatory, inclusive, and non-hierarchical frameworks.
6. Demonstrated recognition, sensitivity, and understanding of the diverse issues surrounding oppression(s).

This is a temporary job filled by a term employee, and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.

This position is restricted to individuals who self-identify as women, non-binary, two-spirit, or gender nonconforming.