JOB POSTING
The University of Saskatchewan Students’ Union
Is accepting applications for:

Women’s Centre Coordinator
(Part time/one-year term with the possibility to reapply for a second term)

Reporting to the USSU Business & Services Manager, the Women’s Centre Coordinator coordinates all aspects of the Women’s Centre ensuring that it provides a safe and welcoming space and that it educates on relevant issues on behalf of undergraduate students at the University of Saskatchewan. This position is a part time term position running from May 1, 2020- April 30, 2021 (with the possibility for a second term). The Women’s Centre Coordinator is responsible for the following:

- Facilitate programming and provide information on issues affecting women
- Recruit and train volunteers to work at the Women’s Centre
- Assume responsibility for the conduct and actions of all volunteers working at the centre or on centre programs
- Promote operation, services and activities of the Women’s Centre and the USSU in general;
- Track statistics and maintain adequate records
- Ensure all activities of the Women’s Centre fall within the mandate of the USSU;
- Prepare monthly activity reports
- Promote the Centre and its programs to raise awareness both on and off campus

Knowledge, Skills, Requirements:

- Must be a USSU member (undergraduate student at the University of Saskatchewan)
- Knowledge of the University and its services
- Knowledge of women’s issues, specifically those issues affecting U of S students
- Experience in volunteer management or leadership programs would be an asset
- Experience with budgets and programming large events
- Ability to work well as a member of a strong team
- Ability to work independently but in consultation with others
- Discretion, tolerance, patience, flexibility & friendliness are definite requirements
- Desirable education/training/courses (asset but not required)
- Training through Saskatoon Sexual Assault and Information Centre

Please submit resume with cover letter, including references by 4:00pm on February 28, 2020 to:
Business and Services Manager
University of Saskatchewan Students’ Union
Main Office, Rm 110 Upper Place Riel
E-mail: jkovitch@ussu.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.