



**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 working 20 hours per week from May 1, 2026 - April 30, 2027 (with the possibility for a second term). The Women's Centre Coordinator is responsible for the following:

- Peer support and peer education
- Facilitating programming and providing information on issues affecting self identifying women
- Recruiting, hiring, training, scheduling, and leading a team of volunteers to contribute at the Women's Centre
- Assuming responsibility for the conduct and actions of all volunteers working at the centre, on the Centre Discord, or centre programs
- Promoting the operation, services, and activities of the Women's Centre in particular and the USSU in general
- Co-managing the USSU Centre Discord with other coordinators
- Tracking statistics and maintaining adequate records
- Ensuring all activities of the Women's Centre fall within the mandate of the USSU;
- Preparing regular activity reports and attending regular centre meetings
- Creating a welcoming and safe space for all students and the campus community

**Knowledge, Skills, Requirements:**

- Must be a current undergraduate student at the University of Saskatchewan
- Thorough knowledge of the campus environment, including the Students' Union organization, the University of Saskatchewan campus, its activities
- Proven leadership skills
- Knowledge of women's issues, specifically those issues affecting U of S students
- Exceptional organizational and communication skills.
- Experience in volunteer management or leadership programs would be an asset
- Experience with budgets and programming 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
- Training through the Saskatoon Sexual Assault and Information Centre would be an asset
- Competence in managing social media accounts across platforms

Please submit a resume with a cover letter, including references, via email by 4:30 pm on March 6, 2026 to:

**Business and Services Manager**  
**University of Saskatchewan Students' Union**  
E-mail: [jkovitch@ussu.ca](mailto:jkovitch@ussu.ca)

*The USSU thanks everyone who has expressed an interest; however, only those selected for an interview will be contacted.*