

	Acadia Students' Union Job Description	
	Section: GV-2018-11	Pages: 3
Position: Acadia Women's Centre Coordinator		
Location: SUB 505 Department: Student Life	Reports to: Vice President Student Life	Coverage: Incoming Coordinators

1.0 Acadia Women's Centre

The Acadia Women's Centre is a place on campus where both women and men can come and build new friendships as well as learn and contribute to discussions about many different issues both on- and off-campus with other Acadia students. The Acadia Women's Centre is a resource to students for safe-sex supplies, as well as support and guidance from their peers. It brings together women, men, trans and intersex people of both the Acadia and Wolfville communities to support students and give them a safe and inclusive space to talk about issues. As a student-run organization, they operate by the principles of support, inclusion and respect of differences, striving to raise awareness and provide event programming on the Acadia campus and in the surrounding community to further these objectives.

2.0 Coordinator Position Overview

The Acadia Women's Centre Coordinator's responsibilities start with being a part of the Peer Support Centre Team and working with Acadia Pride and the Acadia Mental Health Initiative. It is the responsibility of the Acadia Women's Centre Coordinator to supply the Peer Support Centre with safe-sex supplies, pregnancy tests, and feminine hygiene products. They must also hold at least three office hours during the week, where any student can drop in, ask questions, or just come and talk. Another part of their job is to lead a group of engaged volunteers who help the Coordinator plan and host events through the Internal Organization itself, the Peer Support Centre and/or in partnership with the Acadia Students' Union.

3.0 Key Position Requirements

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

- i. Shall attend all scheduled meetings with the ASU Vice President Student Life;

- ii. Shall hold a minimum of three (3) office hours per week;
- iii. Shall enforce the organization's constitution;
- iv. Shall be the primary officer responsible for recruiting new members;
- v. Shall sit on the Campus Representation Committee;
- vi. Shall organize and facilitate regular meetings of the organization;
- vii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
- viii. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office;
- ix. Shall present a monthly report to the ASU Vice President Student Life;
- x. Shall oversee and assist officers in the performance of their duties.

4.0 Events and Activities

The Acadia Women's Centre has held many successful events in the past including Sex Toy Bingo, Acadia Gets Checked, Box of Cheer, Sex Fest, the Women's March, multiple discussions and workshops, Peer Support Coffeehouses, The Vagina Monologues and Clothing Drives.

5.0 Miscellaneous

It is important that the Acadia Women's Centre Coordinator collaborates and creates engagement on campus by working with the Executive Team, other Internal Organizations and House Councils.

6.0 Statement of (Minimum) Qualifications

Education

- Must be a full-time or part-time student enrolled in studies at Acadia University during the 2018/2019 academic year;

Skills

- Strong organizational, time management, and communication skills;
- Demonstrated ability to respond creatively and actively under pressure;
- Programming and event planning skills;
- Experience in project planning and collaborative activities;

- Experience both working as part of an effective team and independently

7.0 Attachments

None