

Job Posting

Women's Centre Coordinator

(Permanent – Full time – 35 hours per week)

Description: The Women's Centre Coordinator oversees the SFSS Women's Centre, including the development and delivery of programs and services for students at Simon Fraser University.

This is a permanent full time position which is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$26.15 per hour with benefits as per the Collective Agreement.

The Simon Fraser Student Society is an equal opportunity employer

Duties and Responsibilities:

1. Ensure that the Centre has appropriate resources and amenities
2. Provide relevant information, referral and support to students
3. Assist in advertising and promoting Women's Centre projects, programs, services and events
4. Train and supervise the Women's Centre part-time Resource Assistant
5. Recruit and train volunteers, and provide and develop ongoing support to volunteers
6. Maintain official records, files, databases, administrative systems, supplies and equipment
7. Prepare and administer annual Women's Centre budget
8. Other duties as directed by the Chief Executive Officer

Required Education, Skills and Experience:

1. Post-secondary degree in a relevant discipline and 2 years of relevant experience
2. Demonstrated commitment to feminism with experience working/volunteering in a feminist organization or environment
3. Experience supporting and providing resources to individuals in crisis
4. Strong organizational and administrative skills
5. Knowledge and experience in peer support programming
6. Excellent computer skills (including Microsoft Office Suite)
7. Demonstrated leadership and mentorship skills

You'll Love What We Offer

1. An excellent compensation package which includes extended health and dental benefits and RRSP matching contributions
2. Subsidized parking or transit pass
3. Opportunities for professional development
4. A work environment that highly values professionalism and integrity

To apply, email your resume and cover letter to jobs@sfss.ca citing the position that you are applying for, Women's Centre Coordinator in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be received no later than 12:00 pm on **September 13th**. Desirable start date: as soon as possible. Candidates must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted.