

Internal/ External Job Posting
Women's Centre Resource and Outreach Assistant
(Part-Time Designated Assistant Position)

Description: The Women's Centre Resource and Outreach Assistant is primarily responsible for assisting the operations of the Women's Centre and its outreach initiatives. The position is also responsible for supporting the centre's library which specializes in topics related to the study of gender and sexuality.

The Simon Fraser Student Society is an equal opportunity employer.

This is a part time (up to 20 hours per week) Designated Assistant position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.17 per hour with additional benefits as defined in the Collective Agreement.

Goal: To support the Women's Centre Coordinator in providing consistent, effective, and smooth operation of the Women's Centre, including the centre's library and various events, and ensuring that the centre provides resources, materials and services that meet the needs of the membership.

Working Relationship(s)/Role in Organizational Structure: The Women's Centre Resource and Outreach Assistant works with and reports to the Women's Centre Coordinator and participates in the Women's Centre Collective. In the event of an absence of the Women's Centre Coordinator, the Assistant will report to the CEO or designate.

Duties and Responsibilities:

1. Assist the Women's Centre Coordinator in the operations of the centre including the coordination of projects, services and events of benefit to the campus community
2. Assist with the promotion of the centre's resources, services, and events and create electronic/online media communications under the supervision of the SFSS Communications Coordinator
3. Facilitate library patron access and assist patrons with research and inquiries
4. Select and order library materials according to collection management guidelines, within reporting and budgetary systems, and with input from library users and the Collective
5. Maintain an up-to-date knowledge of resources available to self-identified women
6. Assist members who phone or drop by the centre with information, referrals, and (when the Coordinator is unavailable) crisis intervention and peer support as necessary
7. Assist in the maintenance of files, databases, administrative systems, supplies and equipment, including but not limited to the resource library
8. Promote a welcoming and inviting environment

9. Other duties as directed

Required Skills and Experience:

1. Experience in administrative and operations support, event planning and community connections
2. Experience working with self-identified women, specifically those marginalized due to systemic barriers
3. Ability to work in a client-facing, multi-task environment, within clear timelines
4. Strong interpersonal, intercultural, communication, and organization skills
5. Ability to take initiative and maintain flexibility
6. Excellent computing skills including Microsoft Office Suite and social media
7. Ability to lift, move, carry, and shelve library and other materials in accordance with WorkSafeBC guidelines
8. Experience assisting individuals in crisis, specifically self-identified women
9. Ability to handle matters of a sensitive and confidential nature
10. Willingness to learn new methods, procedures and programs
11. Experience working in libraries and familiarity with library technology including Integrated Library Systems and MARC (Machine-Readable Cataloging) is an asset
12. Mental Health First Aid certificate is an asset

To apply, email your cover letter, resume, and availability to jobs@sfss.ca citing that you are applying for the **Women's Centre Resource and Outreach Assistant** position 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 **9:00 a.m. (PST) Monday, February 19th, 2018**. Desirable start date: as soon as possible. Applicants must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted.