Internal/External

**Women’s Centre Resource & Outreach Assistant**

*(Part-Time)*

The Simon Fraser Student Society (SFSS) is a not-for-profit organization that represents all Undergraduate Students at the Simon Fraser University (SFU). The SFSS provides our members with a broad range of advocacy work, services, and events. The vision of the SFSS is students thriving everywhere and is realized through our support of students to reach their full potential - by providing resources and services that represent, connect and benefit our membership.

*The Simon Fraser Student Society is an equal opportunity employer.*

This is a part-time up to 20 hours a week (to a minimum of 15 hours per week, if requested by an employee for studying/exam purposes) permanent Designated Assistant position and is included in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of $15.63 per hour with additional benefits as defined in the Collective Agreement.

**Description:** The Women’s Centre Resource and Outreach Assistant is primarily responsible for supporting the administrative tasks and operational needs of the Women’s Centre and supporting outreach initiatives. The position is also responsible for: keeping the Centre’s library organized (library specializes in topics related to the study of gender and sexuality), Women’s Centre social media, newsletter content/formatting, and some volunteer engagement.

**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. In the event of an absence of the Women’s Centre Coordinator, the Assistant will report to the Operations Organizer or their designate.

**Goal:** To support the Women’s Centre Coordinator in providing consistent, effective, and smooth operation of the Women’s Centre and online presence, including the Centre’s library and various events, and ensuring that the centre provides resources, information materials and services that meet the needs of the membership, in a timely fashion.
Duties and Responsibilities:

- Managing your own schedule, work, lists, passwords and paperwork in order to fulfill reasonable requests by the Coordinator, while meeting deadlines
- Assist the Women’s Centre Coordinator in the operations of the centre including procuring supplies, and the coordination of projects, services and events of benefit to the campus community
- 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
- Facilitate library patron access and assist patrons with research and inquiries
- Select and order library materials according to collection management guidelines, within reporting and budgetary systems, and with input from library users and the Collective
- Maintain knowledge of where to investigate when dealing with inquiries
- 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
- Assist in the maintenance of files, databases, administrative systems, supplies and equipment, including but not limited to the resource library
- Promote a welcoming and inviting environment
- Assist with set up of the new Student Union Building, set up of the Women’s Centre and the Community Kitchen
- Assist the Women’s Centre Coordinator in volunteer coordination, orientation and training for events and outreach
- Data entry, summarization, paperwork, creating posts from documents
- Other duties as assigned and duties are subject to change

Required Skills and Experience:

- Lived experience as a self-identifying woman/ non-binary person.
- Ability to handle matters of a sensitive and confidential nature with diplomacy, tact, compassion, and utmost respect for the people we serve.
- Willingness to take initiative in work, with a proactive approach to setbacks and ‘take ownership’ of work assigned.
- Strong organization skills include the ability to create action items from conversation and emails, organizing work to meet deadlines, keeping track of work progress, following up where there are outstanding items, and asking for clarification where needed to meet goals.
- Experience in administrative and operations support.
- Ability to work in a client-facing, multi-task environment, with a clear ability to maintain one’s emotional state as appropriate for a compassionate workplace, and to keep one’s language appropriate for a supportive environment. Please refer to our mandate for further information on what is expected.
- Great interpersonal and intercultural skills, though extroversion is not required.
- Experience with progressive communities and priorities—in particular, experienced in norms of communication.
- Experience working (in any capacity) with self-identified women/ non-binary people, specifically those marginalized due to systemic barriers.
- Good written and oral communication skills in English, other languages considered assets.
- Experience working in libraries and familiarity with library technology including Integrated Library Systems and MARC (Machine-Readable Cataloging) is an asset, with a willingness to learn and operate our system.
- Excellent computing skills including Microsoft Office Suite, Google Suite and social media platforms (willingness to learn other apps).
- May require the ability to lift, move, carry, and shelve library and other materials in accordance with WorkSafeBC guidelines.
- Willingness to learn new methods, procedures and programs.
- Mental Health First Aid certificate is an asset.
- Willingness to undergo job related training during work hours.

Please send your documents as PDF files in Collage. Applications must be received no later than 9:00 am (PST) on June 18th, 2021. Applicants must be available to work during regular office hours Monday to Friday. We thank all who apply, but only those candidates selected for interviews will be contacted.

The SFSS is committed to making a sustained effort in recruiting, nominating, and supporting skilled candidates who have a commitment to equality and justice, and we encourage applications from women, Black, Indigenous, and members of racialized communities, persons with disabilities, and members of LGBTQ+, cultural, religious and linguistic communities.

Please Note: The SFSS is an independently incorporated organization working within the SFU community. This position is not an SFU staff position. For more information about the SFSS, please visit our website at: www.sfss.ca.