



Job Posting: Centre for Women and Trans People Coordinators

The Ryerson Students' Union (RSU) is currently seeking candidates to assist with the overall delivery of the campaigns and events of the Centre for Women & Trans People. The Coordinator is directly supervised by the Equity and Campaigns Organiser.

Positions Available:

- **Centre for Women & Trans People Programming Coordinator** One (1)
- **Centre for Women & Trans People Volunteer & Community Engagement Coordinator:** One (1)
- **Centre for Women & Trans People Campaigns Coordinator:** One (1)

Start Date: September 5th, 2019
End Date: April 26, 2020
Rate of Pay: \$15.00 per hour
Hours Per Week: 15 hours
Posting Date: August 21, 2019
Closing Date: August 28, 2019

These positions are open to students that qualify for the Career Boost (WorkStudy) Programme and the International Student Services Work Experience Programme (ISSWEP). **These positions are also open to students who DO NOT qualify for either programs.**

Criteria for Career Boost (WorkStudy)

- Applied and eligible to receive OSAP for FW 2019-20.
NOTE: Applicants do not have to take the OSAP loan. The OSAP application process is used to assess need. Applicants are encouraged to apply for OSAP to ascertain need as soon as possible.
- Returning to school as full-time in FW 2019-2020.
- Have a minimum 1.67 CGPA with clear academic standing on their last grade report. Students cannot be on academic probation.
- Received Career Boost (Work Study) approval for FW 2019-20 year.

Criteria for ISSWEP

- Hold a valid study permit from Citizenship and Immigration Canada (CIC) authorizing their full-time study at Ryerson University.
- Be officially registered in a regular undergraduate program of study and taking at least 60% of a full course load each semester. Students with permanent disabilities must be enrolled in at least 40% of a full course load each semester.
- Have a minimum 1.67 CGPA with clear academic standing on their last grade report. Students cannot be on academic probation.
- Received ISSWEP approval for FW 2019-20 year.

CWTP Programming Coordinator

RESPONSIBILITIES:

- Must have a strong understanding of feminist issues and work from and with an anti-oppression perspective
- Develops and organizes advocacy and education programming around themes such as but not limited to sexism, misogyny, transphobia, and barriers to women
- Acts as a representative on the December 6 Memorial Planning Committee and International Women's Day Planning Committee
- Organize, develop and coordinate all social events and workshops for Centre members
- Coordinate promotions and activities for Women's-only Gym Time hours
- Responsible for updating the website with up-to-date information on the Centre's campaigns, campus resources, events/workshops, volunteer opportunities and accessible terminology
- Build Coordinatorship and teamwork skills by continual development, coaching & coordination of Centre volunteers
- Responsible to maintain regular office hours, provide resources and information to users and guests, and work to establish a clean, safe and positive environment
- Responsible to review & make recommendations to the Centre's policy & procedures
- Work closely with other centre Coordinators to ensure the success of the Equity service centers as a whole.
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CWTP Volunteer and Community Engagement Coordinator

RESPONSIBILITIES:

- Must have a strong understanding of feminist issues and work from and with an anti-oppression perspective
- Coordinates volunteer recruitment, orientation, training and retention

- Organizes the work of volunteers and their participation in related promotional events including a close collaboration with the Center for Safer Sex & Sexual Violence Support
- Coordinates & chairs volunteer meetings, and maintains a volunteer database
- Organizes outreach opportunities, including but not limited to tabling, class announcements, postering, etc
- Maintains and updates the community resource listings and seeks out new promotional information from on and off-campus community groups
- Coordinates and develop the Centre's social media and marketing strategy
- Develop monthly newsletters for volunteers and community members
- Responsible to maintain regular office hours, provide resources and information to users and guests, and work to establish a clean, safe and positive environment
- Responsible to review & make recommendations to the Centre's policy & procedures
- Builds a network with other student-based women and trans organizations for the purpose of development, promotion and collaboration
- Develops and coordinates outreach, promotion and fundraising strategies of the Centre for Women & Trans People

CWTP Campaigns Coordinator

RESPONSIBILITIES:

- Must have a strong understanding of feminist issues and work from and with an anti-oppression perspective
- Develops and organizes advocacy and education campaigns about sexism, misogyny, transphobia, and barriers to women
- Acts as a representative on the December 6 Memorial Planning Committee and International Women's Day Planning Committee
- Assist with the implementation of other appropriate campaigns that the Centre agrees to endorse
- Assists the sub-collectives of the Centre in campaigns and advocacy initiatives
- Coordinate promotions and activities for Women's-only Gym Time hours
- Responsible for updating the website with up-to-date information on the Centre's campaigns, campus resources, events/workshops, volunteer opportunities and accessible terminology
- Build Coordinatorship and teamwork skills by continual development, coaching & coordination of Centre volunteers
- Responsible to maintain regular office hours, provide resources and information to users and guests, and work to establish a clean, safe and positive environment
- Responsible to review & make recommendations to the Centre's policy & procedures

SUCCESSFUL CANDIDATES WILL POSSESS:

- Ability to overcome challenges and Coordinator a project from concept and planning through to successful execution
- Experience with community development, event planning and developing promotional material
- Can work independently with minimal supervision but is team oriented

- Ability to work with a diverse group of people
- Strong organisational skills
- Effective communication, both verbal and written
- Proven ability to work within deadlines and in an expedient manner
- Ability to motivate others and recruit volunteers
- Knowledge and understanding of Equity issues and creating inclusive spaces
- Must be a student at Ryerson University and returning to school full time in Fall 2019

**Interested candidates should submit a resume and cover letter
PRIOR TO August 28th, 2019**

Centre for Women & Trans People Coordinator Hiring Committee
Ryerson Students' Union Email: jobs@rsuonline.ca
55 Gould Street, SCC 311 Fax: 416-979-5260
Toronto, Ontario M5B 1E9

(If sending a “soft-copy” of your resume and cover letter via email, please ensure it is in Microsoft WORD or Adobe Acrobat format.)

Who are we?

The Ryerson Students' Union represents over 36,000 full-time undergraduate and graduate students at Ryerson University, in downtown Toronto. As the central students' union on campus, the RSU works to build campus life, advocate on behalf of its members, organize campaigns and initiatives, provide cost-saving services, and work with students across the province and country for a more affordable and accessible post-secondary education system.

For more information on the Ryerson Students' Union visit our website at www.rsuonline.ca.

Note: The Ryerson Students' Union is an independently incorporated and autonomous from Ryerson University.

The Students' Union is committed to employment equity and encourages applications from diverse communities, including: Aboriginal people, persons of colour, persons with disabilities, members of the queer community, Trans people and women.