

**University of Oregon
ASUO Women's Center**

**Events Coordinator
Job Description
2008-2009**

I. ASUO Women's Center Mission Statement

The mission of the ASUO Women's Center is to advocate for the best educational and working environment for the women at the University of Oregon. We accomplish this by working toward societal change, the ending of oppression and by supporting personal growth.

The center provides information, support, and services to facilitate education around issues of feminism, women and gender. It fosters an atmosphere where students, staff, and faculty can engage in discussions and activities that empower women as individuals and as a community. Services include, but are not limited to: resources and referral, advocacy, events planning and coordination, support groups, a center newsletter, community outreach, and cultural events co-sponsored with other student organizations.

The ASUO Women's Center acknowledges and serves women of all racial, ethnic, class backgrounds, sexual orientation, marital status, disability, political view, and national origin, and is committed to being a multicultural program that sustains and integrates different perspectives and sensibilities. The center is committed to promoting an environment of mutual understanding where all individuals are respected.

Responsibilities

The ASUO Women's Center Student Coordinator positions comprise the heart of the center's services and programming efforts. In addition to the Diversity Coordinator position, the Center offers nine other student coordinator positions: Events, Nontraditional Student Advocate, Visual Design, Education and Outreach, Siren Editor-in-Chief, Sexual Violence Prevention and Education, Public Relations, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQQI) Issues Coordinator, and a Global Feminist Issues Coordinator.

General Duties

- Keep a minimum of 10 office hours
- Assist with the functioning of the center (answering phones, taking messages, greeting people, etc.)
- In conjunction with Office Coordinator, manage budget that includes coordinating center events and reviewing and approving requests for co-sponsorships made to the center.
- Keep abreast of center events, national and international events that affect women and bring them up to the center staff as necessary
- Attend mandatory Women's Center events throughout the year (one per issues/related coordinator), including:
 - Nontraditional Event date TBA
 - New event initiated by Event Coordinator date TBA
 - Women of Color Speaker Series January 30, 2009 and spring TBA
 - Women of Color Retreat or Ally Workshop (Fall 2008)
 - International Women's Day on March 6, 2009
 - Take Back the Night on April 16, 2009
 - OUT/LOUD Queer Women's Music Festival on May 14-15, 2009
- Attend mandatory budget hearing during Winter term.
- Develop budget request and defend for upcoming year (winter term)
- Attend three mandatory staff trainings/retreats (one per term)
 - Fall - October 15-16, 2008
 - Winter - January 10, 2009 10 - 4 p.m.
 - Spring - June 6, 2009 12 - 4 p.m.

Specific Duties

- Keep a minimum of **10 office hours**:
 - Attend weekly staff meetings (**1.5 hours**)
 - Meet with the director and office coordinator for a weekly check-in (**1 hour**)
 - Keep a minimum of **5.5 scheduled office hours** in the center
 - Attend weekly joint meeting between Public Relations, Education Outreach and Visual Design Coordinators. (**1 hour**)
 - Attend weekly student union meeting of choosing (**1 hour**)
- **Organize, develop, and implement an event in lieu of the Vagina Monologues**
- **Serve as the logistics coordinator for all Women's Center events**
 - Assist with backwards plan for each WC event
 - Meet with scheduling to ensure technical needs are met
 - Provide Education and Outreach Coordinator with volunteer needs

III. Qualifications

- Must be a reliable, dedicated worker
- Demonstrated background in programming, conference planning and implementation. Good organizational skills and time management necessary
- Ability to dedicate at least ten hours a week to center
- Strong aural, oral and written communication skills
- Successful experience in a work setting which requires team work and cooperative working relationships
- Ability to establish time-lines and priorities for completing projects Must have a personal commitment and sensitivity to creating a welcoming environment for all women (including, but not limited to, women of color, lesbian, bisexual, transgender, intersex, queer and questioning women, nontraditional students, international women, parents, women with dis/abilities and members of all religious and ethnic groups)
- Enrolled for a minimum of 8 undergraduate credit hours or 6 graduate credit hours at the University of Oregon.

IV. Compensation

The Events Coordinator is a nine month, 10-hour per week position with a \$125.00 monthly stipend.

V. How to Apply

Prospective staff must complete an application (available in the ASUO Women's Center) which is then followed up by an interview.

VI. Reporting Relationship

All Coordinators report to the Director of the Women's Center.

An equal-opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act