



## **Job Posting: Women's Centre Assistant**

The Ryerson Students' Union (RSU) is currently seeking candidates to assist with the overall delivery of the campaigns and events of the Women's Centre. **Applicants must be approved for Workstudy for the 2011/2012 academic year prior to applying.**

The Assistant is directly supervised by the Equity and Campaigns Organiser and works with the Executive Director of Communications and Outreach.

### **Positions Available:**

- **Women's Centre Events Assistant:** One (1)
- **Women's Centre Campaigns and Advocacy Assistant:** One (1)
- **Women's Centre Outreach and Volunteer Assistant:** One (1)

**Start Date:** Monday, September 12, 2011  
**End Date:** Friday, March 23, 2012  
**Rate of Pay:** \$11 per hour  
**Hours Per Week:** 15 hours

### **RESPONSIBILITIES:**

- Assists with promotion of the Women's Centre and all of its services and campaigns in coordination with other staff
- Responsible for developing events to address the needs, issues faced by women on campus
- Assists in the coordination of the International Women's Day Community Fair held at Ryerson
- Develops and implements fundraising strategies and organises events to generate funds
- Works with other Equity Service Groups to plan joint events where possible
- Assist with the implementation of RSU campaigns and other appropriate campaigns that the Women's Centre endorses
- Responsible for maintaining a safe and positive space in all Women's Centre activities and incentives
- Responsible to maintain regular office hours and ensure the health, cleanliness and organization of the office and its services.
- Responsible for identifying major issues and barriers faced by women in order to develop relevant campaigns and material
- Required to attend RSU equity committee meetings, make recommendations and assist with related campaign work
- Acts as a representative on the December 6 Memorial Committee
- Assists with advocacy initiatives for women facing systemic barriers on and off campus
- Builds relationships with other student based groups and community organisations to develop a network of advocacy resources

- Helps coordinate and facilitate the operations of the Sexual Assault Support Line
- Responsible for volunteer outreach, recruitment training and orientation
- Responsible for holding regular volunteer meetings and giving direction to those offering their time
- Maintains and updates the community resource listings and seeks out new promotional information from community groups
- Responsible for updating website and bulletin boards in the Women's Centre office with new events and material
- Responsible for conducting outreach at least once a week; outreach includes but is not limited to tabling, class talks, and postering

**SUCCESSFUL CANDIDATES WILL POSSESS:**

- Ability to overcome challenges and lead 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 2011
- Must be approved for Workstudy for the 2011/2012 academic year

**Interested candidates should submit a resume and cover letter**

**PRIOR TO MONDAY, SEPTEMBER 19, 2011 at NOON to:**

Women's Centre Assistant 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 (RSU) represents over 24,000 full-time undergraduate and graduate students at Ryerson University, in downtown Toronto. The Students' Union hosts dozens of events each year ranging from social gatherings, educational seminars, music concerts, awareness campaigns and mobilisations. For more information on the RSU, please check out our website at [rsuonline.ca](http://rsuonline.ca)

The Ryerson 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.

The Ryerson Students' Union is an independently incorporated students' union working within the Ryerson community.

# PART-TIME JOB APPLICATION Equity Service Groups

*The RSU's Part-Time Job Program is Funded in Part by the Work-Study Program*

**LAST NAME**  **FIRST NAME**

**PROGRAM**  **CURRENT YEAR IN PROGRAM**  **STUDENT ID**

*\* Must be registered Full-Time*

**CURRENT ADDRESS**

**PERMANENT ADDRESS**

**PHONE NUMBER(S)**

**E-MAIL ADDRESS**

**HAVE YOU APPLIED FOR WORK-STUDY?**

YES  NO

**HAVE YOU RECEIVED CONFIRMATION OF WORK-STUDY ELIGIBILITY?**

YES  NO

*NOTE: Proof of work-study eligibility is required during interviews*

**ARE YOU AN INTERNATIONAL STUDENT?**

YES  NO

**BASED ON INTEREST AND EXPERIENCE, CHOOSE THREE POSITIONS ONLY**

- |   |   |
|---|---|
| <input type="checkbox"/> Community Food Room Events & Campaigns Assistant   | <input type="checkbox"/> Women's Centre Events Assistant                        |
| <input type="checkbox"/> Community Food Room Outreach & Volunteer Assistant | <input type="checkbox"/> Women's Centre Outreach & Volunteer Assistant          |
| <input type="checkbox"/> RyeACCESS Events Assistant                         | <input type="checkbox"/> Women's Centre Campaigns & Advocacy Assistant          |
| <input type="checkbox"/> RyeACCESS Outreach & Volunteer Assistant           | <input type="checkbox"/> Students Against Racism Campaigns & Advocacy Assistant |
| <input type="checkbox"/> RyeACCESS Campaigns & Advocacy Assistant           | <input type="checkbox"/> Students Against Racism Outreach & Volunteer Assistant |
| <input type="checkbox"/> RyePRIDE Events Assistant                          | <input type="checkbox"/> Students Against Racism Events Assistant               |
| <input type="checkbox"/> RyePRIDE Outreach & Volunteer Assistant            |   |
| <input type="checkbox"/> RyePRIDE Campaigns & Advocacy Assistant            |   |

**OVER >>>**

## QUESTIONS

***You must provide a copy of YOUR RESUME & A COVER LETTER to be considered.***

*Please tell us why you want to work with the RSU's Equity Service Groups?*

*Write a brief outline of what you would accomplish in three months.*

*In summary, explain how you would meet the requirements for the top two positions selected on the front, as described in the job posting?*

***JOB 1:***

***JOB 2:***

**EXPERIENCE/SKILLS (CHECK ALL THAT APPLY):**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> <i>Volunteer Coordination</i>   | <input type="checkbox"/> <i>Customer Service / Retail</i> | <input type="checkbox"/> <i>Project Management</i>       |
| <input type="checkbox"/> <i>Coalition Work</i>           | <input type="checkbox"/> <i>Peer Support</i>              | <input type="checkbox"/> <i>Public Speaking</i>          |
| <input type="checkbox"/> <i>Anti-Oppression Training</i> | <input type="checkbox"/> <i>Outreach / Recruitment</i>    | <input type="checkbox"/> <i>Computer Software (list)</i> |
| <input type="checkbox"/> <i>Campaigns Work</i>           | <input type="checkbox"/> <i>Office Administration</i>     |  |
| <input type="checkbox"/> <i>Event Planning</i>           | <input type="checkbox"/> <i>Research</i>                  |  |

**AVAILABILITY:** *Please indicate the times you are **NOT AVAILABLE** to work:*

	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>10</b>					
<b>11</b>					
<b>12</b>					
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>6</b>					
<b>7</b>					

***After completing this application form, please return to the Ryerson Students' Union  
(SCC311, 3rd Floor, 55 Gould Street, Student Centre)***

***Please ensure you have received work-study eligibility.***