

University of Victoria Students' Society Women's Centre JOB POSTING

Title & Location: Finance and Administration Coordinator
University of Victoria Student's Society Women's Centre

Function: A co-coordinator for the University of Victoria Student's Society Women's Centre.

Organizational Relationship: The Women's Centre Finance and Administration Coordinator will be responsible to the Women's Centre collective and the University of Victoria Student's Society.

The Women's Centre Finance and Administration Coordinator, in a joint effort with the Women's Centre collective and the Outreach and Communications Coordinator, will supervise Work Study and project staff.

Duties - Organizational Development and Collective Process

- Organize and participate in Collective meetings.
- In conjunction with the Person' Elle Committee and the Outreach and Communications Coordinator, develop job descriptions, work plans, hire, train, supervise and evaluate Work Study staff.
- Uphold, update and provide Women's Centre Constitution and policies and procedures to Collective and Work Study staff. Ensure each is familiar with both documents.
- In collaboration with the Outreach and Communications Coordinator, maintain the Women's Centre list serve and respond to telephone and email inquiries.
- Maintain a current list of community resources for reference and provide emergency crisis referrals.
- In collaboration with the Collective, provide advocacy for women on campus and in broader communities.
- In conjunction with the Outreach and Communications Coordinator and the Women's Centre Collective, maintain office hours and ensure the centre is accessible to all women.

Duties - Administration

- Liaise with the University of Victoria Students Society on matters regarding UVSS policies and procedures.
- Act as a resource to the Women's Centre UVSS representative.
- Prepare proposals and apply for annual Work Study funding.
- Act as a signing authority and update signing authorities with the general office and Zap.
- Prepare and present monthly reports at Collective meetings.
- In conjunction with the Outreach and Communications Coordinator, coordinate annual general meetings.
- In conjunction with the Collective and Work Study staff, coordinate projects and events.
- Recruit for, organize with, and participate in the Finance Committee.
- In conjunction with the Communications & Outreach Coordinator, establish and maintain active coalitions with UVSS Advocacy Groups and relevant social justice organizations.

Duties - Financial

- In collaboration with the Finance Committee, prepare financial reports for the Collective and UVSS Advocacy Council each semester.
- Represent the Women's Centre regarding financial and administrative dealings with the University of Victoria Student's Society.
- Manage the Women's Centre Trust account and VanCity account, maintain the general ledger, reconcile bank statements to the GL on a monthly basis and prepare documents required for an annual audit.
- Prepare and maintain the Women's Centre annual budget, oversee revenues and expenses, prepare fundraising, donation, and grant submissions.
- Liaise with Collective to address donation requests on a monthly basis.
- In conjunction with Workstudy students, develop and monitor the thirdspace budget.

Minimum Qualifications

- Demonstrated commitment to feminist frameworks with a strong emphasis on anti-imperialist practice and respect for various abilities, genders, sexualities and socio-economic realities.
- Experience with anti-oppressive organizing and activism.
- Familiarity and demonstrated ability to work within consensus decision-making models.
- Ability to work independently and within a collective framework.
- Ability to organize, prioritize and follow through.
- Experience supervising staff.
- Excellent written and verbal communications and interpersonal skills.
- Experience working with non-profit organizations.
- Experience preparing budgets and financial reports.
- Experience preparing general ledgers and reconciling bank statements.
- Relevant financial and office administration experience and/or education.

This is a one-year, part-time unionized position with the United Steelworkers at 17 hours a week, \$21.03 an hour. This contract may be extended for an additional year upon mutual agreement of both parties.

This position is restricted to women who self identify as women, for example, people who are transitioning, identify as gender queer, transsexual, transgendered, intersexed and/or those who are pronounced female at birth (refer to Charter of Rights and Freedoms, Article 12, subsection 2). The UVSS is an equal opportunity employer. All women are encouraged to apply, including but not limited to, Indigenous women, women of color, queer women and women with disability(ies).

To apply please submit your resume, cover letter, and three work or activism related references to:

Gina Starblanket, Finance & Administration Coordinator
UVSS Women's Centre, Student Union Building B107, University of Victoria, or
The general office in the Student Union Building or send to wcentre@uvss.ca

DEADLINE FOR APPLICATIONS IS SEPTEMBER 19TH, 2011