2017-2018

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# Overview

SASSL operates as student-run, non-hierarchical collective under an anti-oppressive, feminist and survivor-centric framework. All eight coordinators are involved in both daily operations and long-term planning of SASSL through their portfolio-specific responsibilities as well as collectively shared duties.

We are looking for motivated and flexible people with skills in listening, time management, and problem-solving, who work well under pressure and are committed to open communication. You will obtain essential and transferable skills in networking and collaboration, and managing an organization.

* Carefully review the portfolio descriptions of available positions.
* Fill out the hiring application (at the end of this package). Rank your top 3 preferences in the hiring application on a scale of 1 to 3.
* Tailor your cover letter and resume to your **first** preference.

If you would like to learn more about each position, feel free to contact the current coordinator.

## Mandatory Team Events

Please note that all coordinators are required to participate in the following activities. These activities are essential to building a stronger collective, as they provide opportunities for collective members to be instrumentally involved in creating and sustaining the direction for SASSL.

1. **Office Orientation**

**Purpose:** To familiarize collective members with all office procedures and how-to's; including basic finance and payroll procedures.

**Date:** May. Exact date TBD after hiring.

1. **Strategic Planning Retreat**

1-2 day sessions devoted to creating a unified action plan for the planning of each semester

**Date:** August & January. Exact date TBD after hiring.

1. **Teambuilding**

**Purpose:** A day of fun-filled activities designed to build collaborative relationships, and foster skills in communication, consensus-building, and providing support - to survivors, volunteers, and to each other.

**Date:** July/August. Exact date TBD after hiring.

1. **Volunteer Training**

**Purpose:** To provide support to the Office/Training Coordinator and incoming volunteers. Staff must attend 2 out of 3 training days.

**Date:** Exact dates TBD after hiring.

## Application Process

1. Submit your package (job application, cover letter, 2 references, and resume) to sassoffice@gmail.com by **March 25th 2017.**
2. Your application package will be reviewed by our eight collective members.
3. Potential candidates will be interviewed during the week of TBD, 2017.
4. Final decisions will be made by TBD, 2017.

# Publicity & Promotions Coordinator

**SU & F/W Sessions ● 12 hours/week\* ● $14.00/hour**

**Contract Term: May 1st 2017 – April 30th 2018**

## Position Overview

The Publicity & Promotions Coordinator sits on SASSL's executive team which deals with all day to day operations in addition to portfolio related tasks. This position's portfolio requires experience in graphic design, networking, WordPress, and other related skills. Proficiency in film, photography, website coding, and art are assets to the position. The Publicity & Promotions Coordinator is responsible for creating posters, business cards, leaflets, pamphlets, etc. for the organization. This position commonly involves designing and ordering promotional items for SASSL as an organization, and consistently designing new materials to promote each of SASSL's events. SASSL also requires maintenance of its website [sassl.info.yorku.ca](http://www.sassl.info.yorku.ca) . In addition to the promotions portfolio, all coordinators are required to have skills in listening, empathy, and trauma support specifically aimed at survivors of sexual violence.

## Duties & Responsibilities

### A. Portfolio-Specific

##### Design & Promotional Materials

This is one of the main aspects of the portfolio and will be a consistent task throughout the year long contract.

* Maintain SASSL's regular promotional items (pens, stickers, buttons, posters, videos)
* Order and design new promotional items when needed
* Apply for grants through the Women & Trans Safety Committee to cover promotional costs
* Update SASSL's website [sassl.info.yorku.ca](http://www.sassl.info.yorku.ca) on a regular basis
* Check responses on the online Promotional Request Form and design what is requested (prioritize internal requests)

##### Networking & Outreach

This is equally necessary to the position as the design aspect of promotions. Where necessary be sure to collaborate with the Internal and External Outreach Coordinators.

* Maintain and update social media pages on a regular basis (Facebook, Tumblr, Twitter)
* Keep contact with other Student Service Groups, Clubs, and Departments at York who can disseminate SASSL's promotional items and information (in person and online)
* Target groups and areas on campus that SASSL has trouble reaching in order to forge new connections (Glendon Campus, new clubs, etc.)
* Research best prices and forge business relationships with suppliers of promotional materials (professional printers, custom pen companies, etc.)
* Put up posters and hand out fliers for SASSL as an organization and for each of SASSL's events when requested by the events coordinator.

### B. Communication & Administration

* Staff the office at least once a week, ensuring that the office is tidied at the end of each shift
* Regular attendance at weekly executive meetings (2 hours)
* Chair and/or take minutes during executive meetings (on a rotating basis)
* Mandatory participation at monthly process meetings (3 hours)
* Attend Advisory Board meetings (1-2 hours, once a semester)
* Provide support to the Office/Training Coordinator and new volunteers at 2 of 3 volunteer training days per semester, including facilitating a workshop if necessary
* Check and respond to emails on a daily basis; check and respond to voicemail and Outlook emails during shift
* Accurately complete timesheets in a timely manner
* Provide support to other Executive Coordinators as needed

### C. Volunteer Management

* Meet with volunteers on a weekly basis (included within your 12 hour week/ weekly shift)
* Keep in contact with volunteers on a weekly basis via email/phone
* Ensure volunteers are comfortable with staffing the support line; practice role plays and referrals, provide debriefing and other support resources
* Keep track of volunteer attendance, including cellphone coverage
* Organize 1-2 volunteer appreciation events for your group
* Bring any issues with volunteers to the attention of the executive for discussion/further action

### D. Survivor Support

* Staff the office crisis line during weekly shifts; provide support/resources to walk-ins
* Follow procedures associated with the Survivor Support Fund
* Staff the cell phone support line overnight when necessary

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# Policy & Initiatives Coordinator

**SU & F/W Sessions ● 12 hours/week\* ● $14.00/hour**

**Contract Term: May 1st 2017 – April 30th 2018**

## Position Overview

*The Policy & Initiatives Coordinator is responsible for developing relationships with and networking with student-run organizations, faculty, and members of the York community through attending committee meetings listed below. The purpose is to promote SASSL and develop greater visibility, establish SASSL’s position within the framework of purpose for being at the meetings, as well as ensuring that the interests of survivors are being accounted for.*

Duties & Responsibilities

Portfolio-Specific

*[Use this section to go into more specific details about the tasks and duties required of your portfolio. Insert a clear and concise list that also indicates how you will be using your hours (ie. 4 hours a week with volunteers, 6 hours office shift).*

Representing SASSL at the following Committee Meetings

### Sexual Assault Awareness, Prevention, and Response Policy Committee (2 hours a month)

* Attend bi-weekly to monthly meetings for the Sexual Assault Awareness, Prevention, and Response Policy Working Group
* Contribute to discussions which work towards improving the formal procedure for responding to incidents of sexual assault which includes disclosures, reporting, support services available to survivors, and disciplinary procedures.
* Establish a cohesive approach to education, awareness, and prevention workshops, discussion groups, and workshops on campus
* Review policies and procedures to provide an assessment of York’s current capacity to respond to sexual assault

### Community Safety Council Student Committee (2 hours 4x a year = 8 hours a year)

* Provide information to assist the development of policies and procedures that promote campus safety on the York University campus
* Recommendations made will be brought to the Community Safety Council through the CSC Student Chair

### Safety Audit Committee (2 hours each semester = 4 hours a year)

* Monitor and oversee the implementation of METRAC recommendations, and reviewing the METRAC Safety Audit Recommendation Progress Report (AODA Compatible)
* Discuss any gaps in the plans and make recommendations to the Community Safety Council (CSC) when further follow up is required

### Sex-Gen Committee (2 hours each month)

* Attend and participate in monthly meetings and assist in advocating for LGBTQ+ members of the York Community when appropriate
* Contribute to planning for annual events such as Trans Day of Remembrance and York’s Pride Week

### Communication & Administration

* Staff the office once/week, ensuring that the office is tidied at the end of each shift
* Regular attendance at weekly executive meetings (2 hours)
* Mandatory participation at monthly process meetings (3 hours)
* Attend Advisory Board meetings (1-2 hours, once a semester)
* Provide support to the Office/Training Coordinator and new volunteers at 2 of 3 volunteer training days per semester, including facilitating a workshop if necessary
* Check and respond to emails on a daily basis; check and respond to voicemail and Outlook emails during shift
* Chair and/or take minutes during executive meetings (on a rotating basis)
* Create staff, volunteer & crisis line/ cell phone schedules as needed
* Accurately complete timesheets in a timely manner
* Provide support to other Executive Coordinators as needed

### Volunteer Management

* Meet with volunteers at least once a month (included within your 12 hour week/ weekly shift)
* Keep in contact with volunteers on a weekly basis via email/phone
* Ensure volunteers are comfortable with staffing the crisis line; practice role plays and referrals, provide debriefing and other support resources
* Manage volunteers by providing clear and relevant training/direction about events, tasks and roles
* Maintain an updated volunteer contact information sheet
* Keep track of volunteer attendance, including cellphone coverage
* Organize a volunteer appreciation events for your group (this can be done with other coordinators to hold an event for all of your volunteers)
* Bring any issues with volunteers to the attention of the executive for discussion/further action

### Survivor support

* Staff the office crisis line during weekly shifts; provide support/resources to walk-ins
* Follow procedures associated with the Survivor Support Fund
* Staff the cell phone crisis line overnight when necessary

### Core Competencies

For the Policy and Initiatives Coordinator position these qualities include:

* *Effective written communication skills*: For the purpose of clearly editing, drafting, and devising administrative documents for committees, as well as SASSL use (e.g. Sexual Violence Response Processes of Respective Service Groups at York University)
* *Effective Oratory skills*: For the purpose of clearly commenting and recommending changes to policies and procedures during committee meetings
* *Strong Networking skills:* For the purpose confidently contacting other student-run groups as well as members of administration, faculty, and staff to advocate for survivors when necessary, learn about their response processes, and assist with creating blurbs to send via email, social networking, etc. for event promotion

SASSL differs from most work places in the sense that the executive team functions as a collective. This means that decision-making power is equally split among all members. Due to this unique workplace dynamic, there are particular core competencies that coordinators need in addition to qualities which are necessary to excel in their specific positions.

These core competencies include:

* *Adaptability:* Adapting to new situations that arise unexpectedly in order to complete tasks while meeting deadlines
* *Putting the interests of* ***survivors*** *first:* It is crucial that coordinators make decisions based on putting the interests of survivors above all other considerations, so that a safe space for survivors is maintained at all times
* *Self-motivation and self-discipline:* Due to SASSL’s dynamic, it is important for all coordinators to be able to motivate themselves to complete portfolio-specific responsibilities within a timely manner, submit timesheets every two weeks so the Finance Coordinator can complete tasks, check their email every other day, and attend weekly meetings to contribute to discussion and vote on motions
* *Effective Conflict Management Skills:* It is **imperative** that coordinators calmly manage conflict between collective members in a professional and mature manner, to keep healthy, open lines of communication amongst the executive

## Mandatory Team Events

Please note that all coordinators will be required to attend the following events. These activities are essential to building a stronger collective, where every member is involved in creating and sustaining the direction for SASSL.

### Office Orientation

**Purpose:** To familiarize collective members with all office procedures and how-to's; including basic finance and payroll procedures.

**Date:** May & August. Exact date TBD after hiring.

### Vision Planning Retreat

Two full days devoted to creating a unified action plan to carry out the 2015-2016 referendum.

**Date:** May. Exact date TBD after hiring.

### Teambuilding

**Purpose:** A day of fun-filled activities designed to build collaborative relationships, and foster skills in communication, consensus-building, and providing support - to survivors, volunteers, and to each other.

**Date:** May. Exact date TBD after hiring.

### Volunteer Training

**Purpose:** To provide support to the Office/Training Coordinator and incoming volunteers. Staff must attend 2 out of 3 training days.

**Date:** June/July. Exact dates TBD after hiring.

# Office and Training Coordinator

**SU & F/W Sessions ● 12 hours/week\* ● $14.00/hour**

**Contract Term: May 1st 2017 – April 30th 2018**

## A. General Coordinator Responsibilities:

* Regularly update the whiteboard calendar; the external bulletin board and pamphlet holders; resource binders; maintain the volunteer database and staff contact information on Outlook
* Collaborate with collective members to ensure that scheduling, minute-taking and chairing responsibilities are shared equally
* Clean office at the beginning and end of shift
* Provide survivor support over the phone and in person
* Regularly check emails
* Supervise volunteers in the division

## *B.* General Administration

* Order office supplies, including printer ink, water, etc and inform the collective when supplies are running low so purchases can be made.
* Collaborate with the finance coordinator for purchases, sign timesheets, help with audits, and other financial needs.
* Create weekly executive meeting agenda and minutes
* Take down meeting minutes and provide with other coordinators with action items
* Keep track of survivor support fund requests, as decisions made by email

## C. Volunteer Training (Generally End of September, Beginning of October)

* Creating volunteer application form
* Creating email templates for accepting/denying volunteers, managing the RSVP process, etc
* Outreach to classes and on campus about volunteer opportunities
* Answer emails from perspective volunteers
* Coordinate with the collective to select training dates (at least one month in advance.
* Manage the training budget, collaborating with other coordinators to ensure that purchases are made within budget
* Book training venue; source and order catering; organize purchase of other training materials (eating utensils, facilitator materials, etc)
* Invite training presenters according to previous training evaluation results, researching other facilitators when necessary
* Update and print volunteer handbooks
* Maintain updated volunteer applications and email templates. Ensure that all staff members are aware of the procedures for receiving and storing applications
* Maintain the volunteer database on Gmail, merging returning and incoming volunteers into one distribution list

## D. Advisory Board and Governance Board

* Coordinate two Advisory Board meetings for the year
* Coordinate 2 or more governance board meetings, as needed. Book venue and catering for groups of up to 15
* Maintain the Advisory Board contact list, inviting new members when necessary
* Coordinate with other staff members to present portfolio summaries/reports to the Board, and designate minute-taking responsibilities
* Distribute agendas and minutes to the Advisory Board within a timely manner

### E. Emotional Healing Circle

* Coordinate one Advisory Board meeting for the year
* Oversee volunteers
* Plan dates for peer support circle
* Book room, attend dates, provide travel reimbursements, order food, and perform other duties as needed

# Events Coordinator

**SU & F/W Sessions ● 12 hours/week\* ● $14.00/hour**

**Contract Term: May 1st 2017 – April 30th 2018**

## Position Overview

This position involves organizing, promoting, and running frequent events and ongoing programming. The position has varied from year to year, depending on the coordinator and their goals and interests. The portfolio usually includes planning regular programming like Wen-Do (3-4 full courses over the course of the fall/winter semester), and helping with other regular programming. It also usually includes planning events for Trans Day of Remembrance, The National Day of Remembrance and Action on Violence Against Women, and an event for International Women's Day (an annual arts/performance event called HeART). The position also involves managing and working with volunteers to plan and run events, and to work on their goals and interests.

## Duties & Responsibilities

### A. Portfolio-Specific

## Wen-Do Responsibilities (can also be delegated to volunteers)

* Get in contact with Wen-Do instructor to confirm dates for the course—we run five-week courses and/or weekend courses.
* Book spaces to hold each Wen-Do class (this should be done as early as possible)
* Work with Publicity & Promotions Coordinator to promote the event, and to get to people registered
* Table to promote course and sign people up, if possible
* Plan catering or snacks for each class
* Set up/clean up for each class
* Submit status reports to the Women and Trans Safety Committee within 2 weeks of the end of each course

## Other Events

* Book spaces to hold events as early as possible
* Research facilitators/speakers/artists/etc. and/or plan content for events
* Work with Publicity & Promotions Coordinator to promote events
* Work with volunteers to help them develop and run events
* Reach out to other student organizations to collaborate on events
* Submit status reports to the Women and Trans Safety committee within 2 weeks of the event

### B. Communication & Administration

* Staff the office at least once a week, ensuring that the office is tidied at the end of each shift
* Regular attendance at weekly executive meetings (2 hours)
* Chair and/or take minutes during executive meetings (on a rotating basis)
* Mandatory participation at monthly process meetings (3 hours)
* Attend Advisory Board meetings (1-2 hours, once a semester)
* Provide support to the Office/Training Coordinator and new volunteers at 2 of 3 volunteer training days per semester, including facilitating a workshop if necessary
* Check and respond to emails on a daily basis; check and respond to voicemail and Outlook emails during shift
* Accurately complete timesheets in a timely manner
* Provide support to other Executive Coordinators as needed

### C. Volunteer Management

* Meet with volunteers on a weekly basis (included within your 12 hour week/ weekly shift)
* Keep in contact with volunteers on a weekly basis via email/phone
* Ensure volunteers are comfortable with staffing the support line; practice role plays and referrals, provide debriefing and other support resources
* Keep track of volunteer attendance, including cellphone coverage
* Organize 1-2 volunteer appreciation events for your group
* Bring any issues with volunteers to the attention of the executive for discussion/further action

### D. Survivor Support

* Staff the office crisis line during weekly shifts; provide support/resources to walk-ins
* Follow procedures associated with the Survivor Support Fund
* Staff the cell phone support line overnight when necessary

# Application

Thank you for your interest in SASSL! Please include a cover letter and resume with your application, tailored to the position you are most interested in.

**Deadline: 5:00 PM on Friday March 25th, 2016**

We would like all applicants to be aware that SASSL operates in a non-hierarchical collective structure, and that the job responsibilities of collective members need to be flexible and change according to the needs of SASSL and the executive. We also encourage applicants to bring new ideas, events, strategies, etc to their job.

|  |  |
| --- | --- |
| General Information | |
| Name: | Phone #: |
| Address: | Alternate #: |
| Present Year of Study: | Email: |
| How many years do you have left at York? | Major/Minor: |

*Please be aware that the positions listed below, along with their structure and associated responsibilities, are based on Executive Committee member positions prior to any structural changes and may therefore be restructured, altered, or removed.*

|  |  |
| --- | --- |
| Available Executive Committee Positions | |
| Please rank 1 - 3, 1 = position you are MOST interested in, 3 = position you are LEAST interested in. | |
|  | Finance Coordinator |
|  | Large Events Coordinator |
|  | Networking & Internal Outreach Coordinator |
|  | Office/Training Coordinator |
|  | Small Events Coordinator |
|  | Publicity/Promotions Coordinator |

**Do you feel comfortable with the idea that the positions listed above may be restructured?**

Yes No

**Would you be comfortable taking on an Executive Position that is not your first choice?**

Yes No

*Continued...*

*As SASSL is a student-run organization of 7 staff and numerous volunteers, any position you take very often includes extra unpaid participation. This includes taking the crisis line, mandatory monthly group process meetings with our psychological consultant, training weekends, attendance and participation in events and activities.*

**Can you commit a minimum of 12 hours a week to SASSL plus additional time periodically for meetings, training weekends and events?** Yes No

**Are you available to work at least 6 hours a week throughout the summer (May – August)?**

Yes No

**Please indicate FIVE (5) interpersonal and professional skills that you will bring to SASSL:**

Analytical thinker Assertiveness Basic - intermediate Excel

Problem-Solving Networking Facilitation Flexible

Genuineness Team player Resourcefulness Event planning

Detail-oriented Active listening Self-motivated Time management

Independent Verbal communication Web Design Advocacy

Creativity Energetic Advanced computer (Photoshop, Adobe, etc)

Organization (of information, materials, etc) Written communication

Written communication Leadership Honesty

|  |
| --- |
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*Continued...*

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| --- |
| **Please use the space below to describe how you have developed and employed the skills you have selected. How will they be useful to SASSL?** |
|  |

|  |
| --- |
| **What does working in a collective organization mean to you? Please describe any previous experience you have working collectively in other organizations or groups.**  *SASSL staff strives to work cooperatively with one another, valuing individual contributions as well as team efforts.* |
|  |

*Continued...*

|  |
| --- |
| **The strength of SASSL’s team is based on our ability to communicate with one another effectively, particularly when there is an interpersonal problem between members. Describe three things about the communication within an organization that must be present for you to contribute effectively at our meetings and/or during one-on-one discussions.** |
|  |

##### THANK YOU FOR YOUR INTEREST IN SASSL

##### **SEND COMPLETE APPLICATION PACKAGES**

##### **(THIS FORM, COVER LETTER, References AND RESUME)**

##### **TO: sassloffice@gmail.com**

##### **DEADLINE: 5:00 PM MARCH 25th, 2016**