# 

2017-2018

Sexual Assault Survivors' Support Line & Leadership Job Postings

# 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) for the Publicity & Promotions Position only.
* Tailor your cover letter and resume to Publicity & Promotions.
* Please provide 2 references.
* Please provide 3 examples of your graphic design work.

## 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, 3 design examples, and resume) to [publicity.sassl@gmail.com](mailto:publicity.sassl@gmail.com) by May 22nd 2017 at 5:00PM.
2. Your application package will be reviewed by our eight collective members.
3. Potential candidates will be interviewed during the weeks of May 22nd to June 2nd, 2017.
4. Final decisions will be made by June 5th, 2017 if sufficient applications are received.

## 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. Commitment to Survivors of Sexual Violence is at the forefront of all SASSL Executive positions and must be prioritized above all other aspects of the position.

## 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 support 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, resume, 2 references, and 3 examples of your graphic design work with your application.

**Deadline: 5:00 PM on Monday May 22nd 2017**

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. We also encourage applicants to bring new ideas, events, strategies, etc. to their job. Please be advised that this is an executive position, meaning that leadership and initiative are key.

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

*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.*

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| Available Executive Committee Positions |
| **Publicity & Promotions** |

**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 (if any open up)?**

Yes No

*As SASSL is a student-run organization of 8 staff and numerous volunteers, any position you take very often includes extra unpaid participation. This includes taking the support line, and other necessary staff events.*

**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 (Feel Free to add more that we do not have listed):**

Analytical thinker Assertiveness Basic - intermediate WordPress

Problem-Solving Networking Facilitation Flexible

Genuineness Team player Resourcefulness Graphic Design

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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| **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?** |
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| **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.* |
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| **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.** |
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##### THANK YOU FOR YOUR INTEREST IN SASSL

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

##### **(THIS FORM, COVER LETTER, 2 References, 3 design examples, AND RESUME)**

##### **TO: publicity.sassl@gmail.com**

##### **DEADLINE: 5:00 PM May 22nd 2017**