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2018-2019

SASSL Hiring Package



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.
- Tailor your cover letter and resume to your **first** preference.

NOTE: If you would like to learn more about [each] position(s), feel free to contact the current coordinator.

Application Process

1. Submit your package (job application, cover letter, 2 references, and resume) to sassloffice@gmail.com by. **Deadline: (Rolling) Friday November 16th, Friday November 23th, and Friday November 30th.**
2. Your application package will be reviewed by our collective members.
3. Potential candidates will be interviewed late November - early December 2018.
4. Final decisions will be made by **mid December**, 2018.

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** To familiarize collective members with all office procedures and how-to's; including basic finance and payroll procedures.
2. **Strategic Planning Retreat** 1-2 day sessions devoted to creating a unified action plan for each semester.
3. **Teambuilding** A day of fun-filled activities, usually held in the summer, designed to build collaborative relationships, and foster skills in communication, consensus-building, and providing support - to survivors, volunteers, and to each other.
4. **Volunteer Training** To provide support to the Office/Training Coordinator and incoming volunteers. Staff must attend 2 out of 3 training days during the Fall/Winter term.

Core Competencies of Applicants

SASSL differs from most workplaces 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 SASST'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

Policy and Initiatives Coordinator

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

Contract Term: Dec 15th – May 31st 2019

Position Overview

The Policy & Initiatives Coordinator is responsible for developing internal policies for SASST to promote greater transparency and accountability as a student service. They are also responsible for networking with student-run organizations, faculty, and members of the York community through attending committee meetings listed below.

Duties & Responsibilities

A. Portfolio-Specific

Internal Duties

- Identify policy needs of SASST through collecting feedback from coordinators and service users
- Organize student consultations as needed to identify policy needs and develop policy recommendations
- Gather research on issues that policies will address
- Gather research on policies in different organizations and service providers who do similar work to assist as resources to assist in policy development
- Network and consult with service providers on and off campus as needed for support and guidance in policy development

- Draft policies for internal governance at SASSL
- Work in collaboration with other coordinators at SASSL, particularly Research Coordinator, to collect data and develop policy
- Partner with Publicity and Promotions coordinator to develop suicide/harm reduction policy for support line

External Duties

Attend the following meetings:

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

B. Office 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 & support line/ cell phone schedules as needed
- Accurately complete timesheets in a timely manner
- Provide support to other Executive Coordinators as needed

C. 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 support 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

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

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
- Strong working knowledge of **intersectional anti-oppression framework** and **trauma-informed, survivor- centric and disability justice approaches** to working with survivors
- Strong knowledge of **intersectional trans inclusive** best practices in working with survivors

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: (Rolling) Friday November 16th, Friday November 23th, and Friday November 30th.

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:

Answer the following with “Yes” or “No” responses in the blank space provided.

1. Can you commit a minimum of 12 hours a week to SASSL plus additional time periodically for meetings, training weekends and events?	
2. Are you available to work at least 6 hours a week throughout the summer (May – August)?	

5. Describe your approach to Survivor Support. Please describe how you have developed up to three key interpersonal and professional skills that you will make you successful at SASSL. (Maximum of 250 words)

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6. What does working in a collective organization mean to you? Please describe any previous experience you have working collectively in other organizations or groups (can include employment, volunteer experiences, group projects, etc.). (Maximum of 200 words)

7. 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. (Max 200 words)

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THANK YOU FOR YOUR INTEREST IN SASSL

SEND COMPLETE APPLICATION PACKAGES
(THIS FORM, COVER LETTER, REFERENCES AND RESUME)

TO: SASSLOFFICE@GMAIL.COM

DEADLINE: (Rolling) (Rolling) Friday November 16th, Friday November 23th, and Friday November 30th.

