Outreach Coordinator

Department Name: Women’s and Gender Center
Job Title: Outreach Coordinator
Remuneration: $12.00/hour

Term/Start Date: This position is contract-based meaning that continued employment renewals will be extended after a satisfactory end of semester review with the Director.

Note: People of all genders are encouraged to apply.

Job Description:

The Outreach Coordinator works collaboratively with WGC staff to develop and maintain relationships and promote WGC initiative and programs. They maintain active online presence (social media and website). Responsibilities include cultivating relationships between the WGC and campus partners, student organizations, alumni, and other stakeholders. The Outreach Coordinator also manages campus and community outreach in the form of tabling, postering, and word of mouth.

In addition to tasks specific this position, the Outreach Coordinator also must perform several tasks common to all WGC student staff. WGC student staff must attend weekly staff meetings, one-on-one supervision with the director, and staff development training. They hold regular hours in the WGC and work to ensure a welcoming resource center environment; this includes staffing the WGC welcome desk during shifts. They help manage the center calendar and files.

This is a deadline-driven paraprofessional student staff position that requires dependability, punctuality and attention to detail, as well as a positive attitude and a willingness to reach out across difference to engage all Amherst students.

Other duties as assigned.
Approximate Number of Hours:
6-8 scheduled hours per week in the WGC and 2 flex hours. Flex hours may be counted toward WGC specific projects including, but not limited to, after hours project collaboration or WGC event staffing.

Requirements:
- Must be enrolled at Amherst College and in good academic standing
- Must be in good academic standing for the term prior to selection and during entire period of employment
- Must have knowledge of and sensitivity to traditionally underrepresented students;
- Must understand and actively use social media and be willing to share, post and invite other students to events using various social media accounts
- A solid understanding of feminism, intersectionality, and gender theory is preferred.

Tasks & Priorities:
- Actively maintains the WGC’s online presence. This includes social media, as well as our website.
- Works with the other Student Coordinators to promote our events on social media.
- Creates engaging social media campaigns in support of the goals of the Center.
- Manages Alumni outreach, including Alumni speakers and the Alumnae series.
- Creates monthly passive programming in collaboration with PCs and Outreach Coordinator.
- Serves as liaison to student organizations, resource centers and community groups.
- Manages the tabling schedule for campus outreach.