Women’s Resource College Assistant  
Position Description

OFFICE HOURS: 20 Hours per week, including occasional evenings and weekends with advanced notice  
SALARY RANGE: $15.60 per hour

POSITION PURPOSE: Under the supervision of the WRC Manager, the WRC College Assistant (CA) position, will primarily assist and focus on the planning and organizing of programs, events, and services, as well as administrative support for the center. The CA will be responsible for working with WRC students, volunteers, and professional full and part-time staff. The CA will be chosen based on their communication, administrative skills, programming/organizing experience, leadership skills, understanding of feminism/gender issues, social justice, and potential to contribute to the mission and goals of the WRC. This position requires the ability to work remotely and on-campus. The remote and virtual requirements are based on BMCC and CUNY policies; expectations are subject to change.

WOMEN’S RESOURCE CENTER OVERVIEW:
The Women’s Resource Center (WRC) supports and serves all BMCC students, with a focus on all women-identifying students by providing events, programs, services, and community that focus on feminism, gender, intersectionality, and empowerment. The WRC provides a safe and welcoming space to build community, equity, and social justice.

GENERAL RESPONSIBILITIES:

● TRAININGS & MEETINGS:
  ○ Attend onboarding trainings and orientation
  ○ Attend weekly staff meetings
  ○ Partake in weekly 1:1 meetings with WRC Manager
  ○ Attend and complete required workshops and trainings series

● ADMINISTRATIVE SUPPORT:
  ○ Maintain twenty (20) office hours per week (which include staff meeting times), including some evenings and weekends based on calendar of events
  ○ Work closely with fellow staff on tasks, projects, and assignments
  ○ Perform administrative duties like photocopying, scanning, typing, inventory, data entry, attendance tracking, email listserv updates, assessment compilation, scheduling, phone coverage, and general administrative support.
  ○ Assist College Office Assistant with virtual and front desk office coverage, duties, and student support
  ○ General office support

● COMMUNICATION:
  ○ Compose and maintain correspondence on progress and activities
  ○ Actively monitor BMCC and/or WRC email and calendars for all work related matters
  ○ Submit monthly highlights for end of the year reports for future development of the WRC
  ○ Assist with various marketing and communication tools such as flyers, emails, etc.
  ○ Meet all deadlines and timelines designated by WRC.

● NETWORKING
  ○ Develop relationships and serve as liaison to centers and departments as needed

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o Become familiar with other BMCC offices, resources, and services
o Become familiar with community partner organizations

● PROGRAMMING SUPPORT:
o Assist WRC Manager and Program Coordinator with the preparation and support of events, workshops, trainings, presentation, dialogue groups, tabling, and programs, boards, and visual programs.
o Take the lead to fully coordinate, plan, and execute specific programs, projects, or events under the supervision and guidance of the WRC professional staff.
  ■ Both of the above including but not limited to remote and in-person events: flyers, floor plans, email communications, space, zoom links, chat coordination, advertising, etc. requests/reservations, media requests, printing requests, set up/strike down, etc.
o Assist with planning and facilitating workshops, trainings, presentations, discussion
o Lead coordinating volunteer needs, tracking attendance, tracking CCT, an communications
o Attend and participate in WRC calendar of events.

● STUDENT SUPPORT
o Act as club liaison with Sisterhood Society and other related student clubs as needed
o Assist students in need of campus resources and support
o Assist with providing general WRC services

● OTHER DUTIES AS ASSIGNED

REQUIRED QUALIFICATIONS
● Access to technology when working from home (computer, laptop, internet, etc.)
● Excellent customer service and reception skills
● Event or programming planning experience
● Strong sense of professionalism
● Proficient with Microsoft Suite, social media platforms and other computer programs
● Ability to learn, understand, and articulate issues related to gender, feminism, social justice and willingness to learn more
● Ability to work within the philosophy, mission, and purpose of the Women’s Resource Center
● Strong interpersonal communication skills & emotional intelligence
● Self-initiated with strong follow-through and organization
● Demonstrated ability to work autonomously and with a team
● Ability to multitask, manage time effectively, and meet deadlines/timelines
● Strong planning, organizing, and facilitation skills
● Fluent in Microsoft Suite (Word, Excel, Power Point, etc.)
● Fluent in Zoom and other video platforms
● Fluent in Google Drive and Gmail (Google Docs, Sheets, Sides, Chat, Hangouts, etc.)
● Strong and Proficient with Social Media Platforms (Instagram, Facebook, etc.)
● Proficient with Canva

PREFERRED QUALIFICATIONS
● Associates Degree or Higher Degree
● Passion for working with underrepresented populations, feminism, gender equity, and social justice related issues
● Strong interpersonal communication skills
● Self-initiated with strong follow-through

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