

**JOB TITLE:** Womxn of Color Initiative Event Coordinator

**PROJECT:** Womxn of Color Initiative (WOCI)

**STIPEND:** \$500/semester

**APPLY BY:** Nov 1, 2022

One position available. From hire date to May 30, 2023

To apply, please send a résumé and cover letter to the WOCI project director, Neem Patel, at [woci-ga@berkeley.edu](mailto:woci-ga@berkeley.edu)

### **Overview of Position**

The Womxn of Color Initiative (WOCI) Project advocates for and organizes events to support and engage academic and professional graduate student womxn of color as well as supporting the annual Empowering Womxn of Color Conference (EWOCC). The role of event coordinator would assist the WOCI PD and the EWOCC coordinators with event planning and execution throughout the year.

### **Project Overview**

Since 1985, WOCI and EWOCC have built bridges between academic and community women of color in an effort to share resources, strategies, and visions that will empower them at all levels of society. EWOCC strives to build networks among different generations, ethnic and racial groups, socioeconomic levels, sexual orientations, and abilities. Few forums exist wherein women of color are provided the space to dialogue about the issues that matter most to them. EWOCC provides such a forum.

### **Primary responsibilities**

- Work with WOCI Project Director to help organize and execute open mics, professional development and social events throughout the year.
- Arrange and coordinate catering and delivery for WOCI events.
- Assist the WOCI Project Director with set-up and clean-up for events.
- Assist the WOCI Project Director with communications, especially with artists, for the EWOC open mic events.
- Help coordinate artists for sound checks with La Peña staff day-of open mic events. Sound checks begin at 5:30pm. Timeliness is of essence.
- Work with EWOCC Co-coordinators and provide input where needed to help organize the 2023 EWOC Conference.
- Work and communicate directly with the WOCI Project Director.
- Read, understand, and abide by GA governing documents; to include the Charter, Bylaws, and Operating Procedures.
- Read, understand and abide by Project Director Handbook, including communications and event expectation guidelines.

### **Qualifications**

- Current UC Berkeley graduate student.
- Capacity to work evenings and weekends as needed, ~ 20hrs/semester
- Experience planning and executing large events.

- Knowledge of contemporary issues facing women and/or people of color both on campus and beyond.
- Familiarity with students of color groups, resources, and allies on UC Berkeley campus and in the greater Bay Area.
- Commitment to equity and inclusion at all levels of campus governance.
- Effective cross-cultural communication skills.
- Detail oriented.
- Organized and punctual.
- Excellent interpersonal and written communication, including ability to use diplomacy and/or discretion.
- Self starter, strong level of independence, creative.
- Respectful of diverse opinions and underrepresented student experiences.
- Ability to deal with the public, especially diverse students and community members.
- Able to work well with a diverse team.
- Command of Google Workspace, including bMail, Google Drive, Google Sheets, Google Forms, and Google Docs.

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