Women's Resource Center Job Description:

Must be a fulltime student to apply.

The Women's Resource Center is a student-run organization dedicated to providing education, information, and awareness about feminist issues. We have Montana's largest feminist library, hold weekly meetings, and put on various events throughout the year such as Take Back the Night / Light Up the Night, Panty Rock Drag Show, The Vagina Monologues, and Love Your Body Day. The Women’s Resource Center is a safe place to meet people interested in discussing and actively responding to feminist and gender concerns that surround us in our community.

Job responsibilities include but are not limited to:

- Ensuring the Women’s Resource Center advances social justice in regards to gender equity at the University of Montana and within the community.

- Staying up-to-date on local, national and international issues that are currently affecting women and minorities and propose how the WRC can help raise awareness of these issues.

- Organizing and putting on a variety of events throughout the year such as: Take Back the Night, Love Your Body Day, The Panty Rock Drag Show, The Vagina Monologues, This Night of Mayhem and Creativity and any other events the WRC wishes to promote.

- Maintaining up to date literature for the WRC feminist library.

- Helping maintain the WRC email and Facebook accounts

- Upholding positive working relationships with affiliated groups and organizations within the community (i.e. Students for Choice, YWCA, Planned Parenthood, Blue Mountain Clinic, WORD, SARC, etc.)

- Maintaining aesthetic upkeep and furnishings of the WRC.

- Being available for at least 10 office hours per week.

- Supervising up to 10 interns in weekly tasks and larger projects throughout the semester.

- Willingly taking on difficult tasks and ensuring all co-directors share an equal amount of work.
- Maintaining positive relationships with all co-workers and members of the WRC.
- Organizing and leading weekly WRC meetings.
- Promptly answering emails and phone calls.
- Helping to sponsor and promote events put on by allied organizations (i.e. LunaFest, NCBI Body Imaging Workshops, YWCA GUTS! programs, etc.)
- Coming up with creative ways to further ideals of equality within the University and the community.
- Being able to have fun, get silly, be playful, and be creative while still maintaining a professional demeanor.

* Must be a self-identified feminist.
* Must wish to promote and advance feminist ideals.
* Must be organized, hardworking, creative, a self-starter, able to work independently and on a team.

* Must be open-minded and enjoy working with women, men, gays, lesbians, trans*, inter-sex and queer identified people of all ages, races, religions, ethnicities, sizes, and political affiliations.

* Ideal candidate would be someone likes to think creatively, talk about sex in an open and respectful manner, engage others in conversation about feminism and gender issues, and have fun.

* Background in Women's and Gender issues a plus.