**JOB TITLE:** Empowering Women of Color Conference (EWOCC) Coordinator  
**PROJECT:** Women of Color Initiative (WOCI)  
**Organizer STIPEND:** $1,110/month  
**TIMELINE:** Apply by November, 8, 2015  
Position will run November 1, 2015 - March 31, 2016

**Overview of Position**  
The Empowering Women of Color Conference (EWOCC) Coordinator is responsible for coordinating and executing all logistical activities related to EWOCC annually. This position reports directly to the Women of Color Initiative (WOCI) Project Director, who is responsible for leading the overall committee vision for the event. The EWOCC Coordinator will liaison between the committee and the WOCI Project Director.

**Project Overview**  
Since 1985, EWOCC has 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 physical 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**  
- Recruit and maintain the volunteer committee who serve as advisers, partners, and/or assistants for individual subcommittees (e.g. Publicity Subcommittee, Workshops Subcommittee, Logistics Subcommittee, Food Subcommittee, Panel Subcommittee)  
- Delegate tasks to EWOCC committee members and supervise EWOCC subcommittees.  
- Organize travel arrangements, speakers assignments, room reservations and other facilities, program printing, catering and other sub-divisions of events planning with campus and community entities (e.g., Cal Performances, Event Services)  
- Collaborate and communicate with associated campus entities to minimize overlap of campus events. (e.g., Multicultural Community Center’s Week of Cultural Resistance, APIICON)  
- Facilitating committee meeting, including preparing agendas, and refreshments, under the direction of the WOCI Project Director.  
- Manage the conference budget, including attending meetings with potential conference co-sponsors, applying to campus/community grant sources, and keeping detailed records
of all expenditures, which will include end of the year reporting and reconciliation of expenses and income.

- Work with WOCI Project Director to Design, compile, and analyze conference evaluations to be included in the final programs.
- Communicate consistently with the WOCI Project Director and work together to establish position benchmarks and expectations
- Meet regularly with the WOCI Project Director to evaluate progress

**Additional Expectations**

- 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
- Provide oral and written reports to the WOCI Project Director to be incorporated in their reports to GA Delegates and GA Executive Board, as directed.

**Qualifications**

- Current UC Berkeley graduate student.
- Capacity to work 20+ hours/week in January, February, and March.
- Extensive experience planning and executing large events.
- Experience in organizing and implementing programming targeting women and/or people of color.
- 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 campus.
- Commitment to equity and inclusion at all levels of campus governance.
- Effective cross-cultural communication skills.
- Very detail-oriented.
- Organized, punctual, good interpersonal and written communication (including ability to use diplomacy/discretion).
- Self starter, strong level of independence, creative.
- Respectful of diverse opinions and underrepresented student experiences.
- Ability to deal with public -- especially diverse students and community members.
- Able to work well with a diverse team.
**About the Graduate Assembly**
The mission of the Graduate Assembly is to improve the lives of University of California, Berkeley graduate students and to foster a vibrant, inclusive graduate student community. The Graduate Assembly is the official representative body of the graduate and professional students at the University of California, Berkeley. The fundamental principles of the Graduate Assembly are the promotion of a vibrant student social life, inclusiveness, progressive activism, community service, educational improvement, and professional development. In service to these principles the Graduate Assembly advocates for students, funds student groups on campus, and directly manages a variety of projects.

**How to Apply**
Email your cover letter and resume to Trinity Joseph, the Women of Color Initiative Project Director, at woci-ga@berkeley.edu. You may also send any questions regarding the position to her as well. Note that pay for this position does not give fee remission, nor does it count toward GSI/GSR hours.