

Community Outreach & Events Director

The Community Outreach & Events Director is charged with championing diversity, equity, and inclusion within GPSS and the larger university, regularly practicing internal and external accountability in a way that supports the Graduate and Professional Student Senate (GPSS). This role with focus on building connections within the community and spearheading events that improve the experiences of UW graduate students. Compensation for this position is \$24.60 per hour, 18 hours per week for 34 weeks. This position starts on September 25th 2025, and ends on June 12th 2026. This position does not work on holidays or breaks.

Key Responsibilities:

- Integrate diversity, equity, and inclusion into GPSS goals and activities in collaboration with the Vice President of Equity and Inclusion (VPEI), other Officers, and the Executive Committee.
- Work with Vice President of Internal Affairs to create events and programming that will improve the graduate and professional student experience at UW.
- Coordinate all event logistics including supplies, catering, transportation, and vendor needs.
- Facilitate grievances from graduate and professional students concerning inequities existing along lines of difference including, but not limited to, racism, homophobia, sexism, ableism, bigotry, and xenophobia, and refer grievances or complaints to the VPEI;
- Work with the Communications Director to create marketing materials and engagement plans for events and programming.
- Promote and ensure the delivery of GPSS Diversity Funds.
- Support petitions from underrepresented, non-academic groups without Senate representation.
- Assist the VPEI with student feedback surveys and focus group conversations for all Graduate School program reviews (with the Graduate School).
- Attend senate meetings at least twice a quarter and attend and assist with all in-person/hybrid events.
- Report to the Vice President of Internal Affairs and Vice President Equity & Inclusion but may work with other officers as projects arise.
- Work closely with the VPEI to design and deliver programming and projects to increase social mobility and diversity, equity, and inclusion within the graduate student body.
- Act as an ex-officio (non-voting) member of the Empowerment, Diversity, and Accountability Committee, with an expectation to attend every meeting.

Qualifications:

- Must be a UW student enrolled in at least 6 undergraduate or 4 graduate credits or on leave as defined by University Employment Policy from Chapter 104.
- Availability for GPSS Senate and Executive meetings on Wednesdays from 5:00 pm - 8:00 pm.
- Strong attention to detail, organizational skills, and ability to work within clear timelines.
- Strong event planning skills.
- Experience in venue rentals, catering, managing staff, vendors, and volunteers.
- Ability to manage budgets and vendor payments.
- Comfortable working under pressure, delegation, and multitasking.

- Strong creative skills to design event themes, decor, and promotional materials in collaboration with the Creative Director and Communications Director.
- Flexible schedule that allows for occasional evening and weekend events.
- Interest in working with student government and being part of a team.
- Demonstrated experience working with underrepresented populations and an ability to communicate with a variety of people from different and minoritized backgrounds across race, gender, sexuality, ability, status, and language.

Workplace Expectations:

In addition to duties listed above, GPSS Staff members are also expected to:

- Work 18 hours per week.
- Work at least half of their time in the GPSS office on weekdays from 8 - 5, Husky Union Building Room 314. These hours may be reduced under the discretion of your supervisor.
- Attend 2 Senate meetings per quarter. These meetings will be held from 5:30 PM to 8:00 PM on Wednesday's. These meetings contribute to your 18 hours per week.
- Remote work options are available and will be arranged based on work with your project load.

Please do not let these expectations deter you from applying, please email Juan Contreras Mora (he/him), gpssvpin@uw.edu , with any questions or concerns.

Application Process:

To apply, please submit a 1-page cover letter, a 1-page resume, and an event action plan. In your cover letter, please share your interest in working with GPSS, your interest in working with this specific position, and any experiences you have working with underrepresented or historically excluded populations. In your resume, please share relevant experiences to the role you are applying for.

For your event action plan, please submit a PDF (no more than one page) for the following scenario: GPSS will be hosting a welcome back event on campus for graduate students. This event will be outdoors on a weekday, is free to students, and will be a casual event providing music, snacks, and alcohol. In your plan, please include a timeline of tasks to complete, groups/individuals to coordinate with, how to make the event accessible and safe, and anything else you might deem necessary for a successful event.

Selected candidates will move forward to an interview, which will be held in the GPSS office (HUB 314) or via Zoom. If you need any accommodation throughout the interview process, please contact Juan Contreras Mora (he/him) at gpssvpin@uw.edu.

All applications are due on Handshake and on the GPSS website by September 8th 2024 at 11:59 PM. Hired applicants will be expected to attend an in-person Staff Orientation in September.