STUDENT GROUP COORDINATOR RESPONSIBILITIES

The CLPP student organizing group consists of activists from the Five Colleges and broader community who want to develop their skills to organize for reproductive and social justice. During the Fall semester, the CLPP student group participates in reproductive justice trainings, meets regularly to dialogue and discuss current issues, and takes an active role in organizing CLPP events. During the Spring semester, the student group meets weekly, working as the driving force behind the annual activist conference, From Abortion Rights to Social Justice: Building the Movement for Reproductive Freedom.

The Student Group Coordinators are responsible for:

→ Five College Outreach (Fall/Spring): Represent CLPP at Five College events; foster relationships with appropriate contacts at all colleges (activist student groups, feminist studies, identity-based centers, etc.); create and distribute outreach materials (print and online); attend outreach events and represent CLPP; make website updates; manage bulletin board

→ Program Design & Implementation (Fall): work collaboratively with CLPP staff and student group members to design and implement Fall events that meet organizational goals and the needs of the community (examples: work with CLPP staff & students to plan, implement, and facilitate Activist Institute, reproductive justice workshops, panel discussions, and student conference planning meetings)

→ Program Evaluation (Fall/Spring): document meetings and events (pictures, videos); post updates/follow up on website, social media, listserves as needed; administer sign in sheets at all events and keep office records; collect and process evaluation forms at appropriate events; distribute and promote participation in end of semester online evaluations; plan/facilitate end of year student group debrief

CONFERENCE RESPONSIBILITIES

→ Packet (Fall/early Spring): facilitate SG planning process in coordination with Communications Team

→ Conference Committees (Fall/Spring): facilitate SG review of necessary student organizing committees; revise committee descriptions, goals, timelines; outreach for committee chairs; oversee committee work and regular check ins with committee co-chairs
Student Group Coordinator

JOB DESCRIPTION

→ Student & Staff Conference content planning (Fall/ Spring): Represent student group in CLPP’s conference planning process; work with staff to design and implement creative process for including student input into workshop, speaker, and plenary planning; contribute to facilitation of conference planning meetings; facilitate student group in planning conference performances

→ Conference outreach (Fall/Spring): work with Communications Team to coordinate local outreach with students and staff (Five Colleges, local media outlets (print, radio, etc); area flyering; reach out to local organizations, using new media, etc.); be available as conference spokesperson for interviews and events (i.e. radio, local events)

→ Conference t-shirts/totes (Spring): facilitate student group in creating/selecting a design; contract with local vendors and oversee production

→ Conference weekend (Spring): coordinate volunteers for event set-up, maintenance, clean-up; assist with registration; emcee plenaries; support committee work

→ Conference evaluation (Spring): collect and document student group conference feedback; work with CLPP staff and students to compile conference feedback; participate in staff debriefs

QUALIFICATIONS

→ Ability to work in teams; to empower leadership of peers
→ Ability to incorporate direction and feedback into creative work plans; design, implement, facilitate, or provide logistic support for events
→ Working knowledge of Hampshire offices
→ Have existing (and ability to build) networks in Five Colleges and beyond
→ Comfort with public speaking; working-knowledge or interest in facilitation
→ Ability to be flexible and to fit into existing systems of organization
→ Ability to work across difference
→ Design/video skills a plus
→ Comfort with word processing, email communication, speaking on the phone, maintaining excel spreadsheets
→ Detail-oriented
→ Interest and knowledge in reproductive rights and social justice issues
→ Growing understanding of systems of oppression and intersections of social justice issues