

Student Group Coordinator JOB DESCRIPTION



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, including the annual conference. 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**. This year's conference is tentative due to COVID-19 and the Student Group's focus will adjust accordingly.

Responsibilities:

→ Program Design & Implementation:

- Work collaboratively with CLPP staff and Student Group members to design and implement events that meet organizational goals and the needs of the community (examples: plan, implement, and facilitate Activist Institute; facilitate reproductive justice workshops, panel discussions, and student conference planning meetings).
- Participate in CLPP's conference planning process (examples: participate in conference proposal review process and speaker/workshop brainstorming).
- Work with staff to design and implement creative process for including student input into conference planning, including workshop, speaker, and plenary planning.

→ Peer Support & Mentorship:

- Facilitate regular Student Group meetings and create a supportive, educational environment for learning about and discussing reproductive justice issues
- Encourage new leadership within the group
- Manage 50+ Student Group volunteers throughout the semester and during conference
- Revise conference committee descriptions, goals, timelines
- Recruit and mentor committee chairs
- Oversee committee work and conduct regular check ins with committee co-chairs

→ Five College Outreach:

- 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 for Student Group (print and online), including updating website, promoting CLPP events via social media, and managing bulletin board

→ Conference Outreach:

- Work with Communications staff and student committee to coordinate local and national outreach including local media outlets (print, radio, etc); area flyering; local organizations, using social media, guest blogging, etc.)
- Be available as conference spokesperson for interviews and events (i.e. radio, local events)
- Work with Student Group to create and select a design for conference tee-shirts and tote bags; work with local vendors to print

→ Conference Weekend Coordination:

- Coordinate volunteers for event set-up, maintenance, and clean-up
- Assist with registration
- Emcee plenaries
- Support committee work
- Represent CLPP to conference attendees, speakers, and the press

→ Program Evaluation:

- 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 and at end of semester
- Collect and document Student Group conference feedback
- Participate in conference debriefs with staff

Qualifications:

- Ability to work in teams and 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
- 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