Cesar E. Chavez Community Action Center

**Position: Program Assistant- Orgs that Care**
**Supervised By:** CCCAC Program Manager Maribel Martinez
**Length of Employment:** August 2010 – May 2011     15-20 hrs/Week
**Compensation:** $9-$12/hr

**POSITION PURPOSE**

The Cesar E. Chavez Community Action Center, a department of Associated Students, connects San Jose State University students with community service opportunities that deepen the educational experience while promoting the lifelong commitment to civic activism at the heart of the Cesar Chavez legacy.

The Campus Outreach Program Coordinator is responsible for outreach, public relations, and marketing of the CCCAC throughout San Jose State University. The Campus Outreach Coordinator is responsible for establishing and supporting the CCCAC Allies and Orgs that Care Program. This requires extensive communication with student organizations, establishing a formalized relationship between the CCCAC and student groups. The Campus Outreach Coordinator is responsible for fostering relationships with university staff and faculty. Establishing collaborative and mutually beneficial relationships is critical to visibility of the CCCAC at San Jose State University. The Outreach Coordinator is responsible for fostering such relationships that lead to opportunities for exposure and marketing of the CCCAC, its programs, and resources and services it offers. Students will have the opportunity to develop professional skills and gain valuable experience working with program implementation and creating relations with community service agencies. Students have the ability to work flexible hours with little supervision.

**STUDENTS IN SERVICE (OPTIONAL)**

Students in Service, an AmeriCorps program, encourages college students to serve on campus and in the community. A Students in Service grant provides additional compensation to make service a viable option by providing a $1,250 educational award that can be applied towards student loans and the cost of attending a higher education institution upon completion of 300 hours (12 months). Extra reporting needed.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

I. Outreach
   1. Serve as student spokesperson for the CCCAC.
   2. Responsible for media relations, as needed
   3. Work with Program Coordinator to development and implementation of marketing strategies and recruitment plans.
   4. Seek support from campus community, establishing collaborative and partnering relationships with staff, faculty, and students from various organizations across campus

II. Recruitment/Volunteer Placement
   1. Support CCCAC Programs (i.e. SIA and ASB) in recruitment and marketing effort Perform outreach/recruitment activities – Sets up tabling events on campus. Makes presentations and hands out promotional materials at campus fairs, orientations, workshops, and related events.

III. Program Development
   1. Head the development and sustainability of the CCCAC Allies and Orgs that Care Program
   2. Design and implement training sessions that promote service learning and awareness of community service opportunities for clubs and organizations

IV. CCCAC Programming and Service Support
   1. Attend CCCAC Staff Meetings and CCCAC Special Events and Programs
   2. Act as a representative from conferences, meetings, and all other functions.
   3. Work in conjunction with other CCCAC program coordinators and board chairs
   4. Perform other duties as required by the CCCAC Director.

QUALIFICATIONS

To perform this job successfully, this individual must be able to perform each essential duty and responsibility satisfactorily.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Demonstrate capacity to work effectively in a diverse University environment.
2. Ability to establish and maintain effective working relationships with the CCCAC and Student Involvement personnel.
3. Demonstrate ability to coordinate and work with CCCAC and SI staff, including skills at conflict resolution and negotiation.
4. Ability to work independently with little supervision.
5. Excellent oral and written communication skills and the ability to analyze problems, facilitate solutions, and promote programs.
6. Ability to follow complex written and oral instructions and make presentations in classrooms, workshops and related events.
MINIMUM JOB REQUIREMENTS:

Enrollment at San Jose State University for the 2010-2011 Academic Year

Must be available to attend the following (no exceptions)

1. Staff meetings
   a. 1st and 3rd Fridays: all-staff meeting
   b. 2nd and 4th Fridays: 1-1 meeting with program coordinator for 1hr between the hours of 9-5pm

2. 2 staff retreat/trainings

   Fall retreat: August 9-14 AND

   Winter retreat: January 10-14