POSITION PURPOSE

The Social Action Coordinator supervises and coordinates the operations of social action programming that mobilizes college students to discuss, address, and react to social and political issues, local and beyond.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

I. Program Development

1. Work in conjunction with the CCCAC Program Coordinator to ensure the vision of civic activism and the Cesar Chavez Community Action Center is being met.

2. Coordinate on-going trainings, forums and other forms of student engagement that engages in meaningful and educational exchanges

3. Assess the needs of students and groups involved in issue and campaign development

4. Create and oversee large scale events to promote civic engagement

5. Build an effective professional relationship with Community Partners involved in civic engagement and social action

III. CCCAC Programming and Service Support

1. Attend CCCAC Staff Meetings, CCCAC Special Events, and Programs

2. To preside at all meetings, regular and special; to 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 assigned.

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 community personnel.
3. Demonstrate ability to coordinate and work with CCCAC 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.
7. Ability to work effectively with groups and delegate responsibilities.

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