



cross-cultural center

AFFILIATES & OUTREACH COORDINATOR

10 Hours per Week

September 2009 - June 2010

INTRODUCTION

The central mission of the Cross-Cultural Center is to create a space of dialogue and programming where individuals learn about themselves as well as others in a supportive environment. Within this context it will be a central goal of the CCC Affiliates and Outreach Coordinator Intern to build and strengthen community with Affiliate organizations and other users in order to create a welcoming and open space for members of historically under-represented groups. The Affiliates and Outreach Coordinator Intern will also create opportunities for the UCSD community to make connections with San Diego cultural and social justice nonprofit organizations in order to enrich student's learning experience and form coalitions between the CCC and the nonprofit sector. Interns will be chosen based on their proven leadership experience, potential to contribute to the mission and development of the Cross-Cultural Center, and understanding of the need for a multicultural society.

GENERAL RESPONSIBILITIES

- ▣ Provide front desk staff coverage 3 hours a week from 8:30-11:30am or 6:30-9:30pm
- ▣ Assist with CCC administrative duties including data entry, photocopying, typing, and customer service
- ▣ Assist in facility maintenance including, but not limited to basic cleaning, furniture rearrangements, and supply inventory
- ▣ Plan, organize and evaluate at least one self-initiated project
- ▣ Publicize CCC events through various outlets such as student organizations meeting visits, FACEBOOK, and campus flyering
- ▣ In conjunction with supervisor coordinate All People's Recognition Ceremony
- ▣ Participate in at least one Diversity Peer Program (DPP) event
- ▣ Contribute articles, poetry, and/or art to the Common Ground Newsletter and CCC blog quarterly
- ▣ In coordination with the Common Ground Marketing Intern contribute and design one "Thought Spot" yearly
- ▣ Attend Operations team meetings
- ▣ Attend one-on-one meetings with a full-time staff member
- ▣ Attend one one-on-one meeting with Director per quarter
- ▣ Attend and at times assist with weekly all staff meetings
- ▣ Submit feedback and recommendation for future development of the Center
- ▣ Submit quarterly and year-end written reports for inclusion in the CCC annual report
- ▣ Submit weekly oral and/or written reports on internship progress
- ▣ Other duties as assigned

POSITION RESPONSIBILITIES

- ▣ Work with SPACES Community Engagement Intern to develop, implement, and evaluate one activity for the general campus community to visit San Diego organizations working on issues of multiculturalism, diversity and pluralism
- ▣ Develop database of San Diego nonprofit organizations working on issues of diversity and social justice
- ▣ Outreach to campus departments, student organizations, and community groups via email, phone or attend meetings to make announcements and updates about the CCC
- ▣ Serve as liaison to SAAC (includes visiting meetings to make announcements, keeping CCC apprised of SAAC news and events, meeting with SAAC chair to strengthen community connections, etc.)
- ▣ Assist Operations and Marketing Manager to coordinate CCC volunteer efforts, including community service hour requests
- ▣ Assist Operations and Marketing Manager with the development of the CCC Affiliate Program
- ▣ Work with Operations and Marketing Manager to develop, coordinate, and evaluate up to two Affiliate organization meetings or trainings per quarter
- ▣ Create and implement events and programs specifically for leadership and social justice development of students in Affiliate groups
- ▣ Coordinate staff attendance for Affiliate groups' meetings and events
- ▣ Create quarterly reports about CCC services, facilities, and resources using feedback from Affiliate groups

- ▣ Build strong relations with departments, organizations, and community groups who use the Center's facilities to increase Affiliate membership
- ▣ Coordinate and participate in one-on-one meetings with Affiliate Organization representatives
- ▣ Manage Affiliate google calendar

QUALIFICATIONS

- ▣ Ability to understand and articulate issues of multiculturalism, cross-cultural communication, racism, sexism, heterosexism, homophobia, classism, ableism, religious oppression etc.
- ▣ Ability to work within the philosophy of the Cross-Cultural Center
- ▣ Demonstrated ability to effectively manage time and multiple projects
- ▣ Proven experience working cooperatively as part of a team
- ▣ Strong interpersonal skills, ability to communicate effectively in one on one and group settings
- ▣ Position requires an individual who can work collaboratively with students, faculty, staff and the wider community which the university serves
- ▣ Working knowledge of desktop publishing and PC computers
- ▣ Must be able to work some nights & weekends
- ▣ Comfortable with public speaking
- ▣ Strong interpersonal relations skills
- ▣ Experience doing community outreach and program planning a plus
- ▣ Familiarity with UCSD cultural organizations a plus