

Cross Cultural Center - Job Description
La Raza Cultural Days Student Coordinator
Assistant III: \$10.75/hour
17-18

Job Purpose

- Serve as an organizer and coordinator for La Raza Culture Days
- Foster meaningful collaborations and relationships with underserved/underrepresented communities.
- Serve as an ambassador to promote the mission, goals and values of the Cross Cultural Center
- Assess, educate, address and advocate for the issues and needs of Chicanx and Latinx communities on campus.

Job Description

- Coordinate planning, organizing and administration of La Raza Cultural Days (LRCD).
- Develop working relationships and joint programs with other Culture Days programs and on and off campus community partners and constituents
- Write quarterly and ad hoc reports on progress

Expectations

- Utilize strong organizational skills to manage multiple projects and the ability to plan, facilitate, lead and conduct meetings
- Plan and implement La Raza Cultural Days, including contracts, logistics, insurance, and food sales.
- Plan and conduct weekly LRCD Planning Committee meetings
- Establish timelines and maintain a balanced and functioning schedule
- Develop a team among committee members by facilitating effective working relationships
- Work with and mentor volunteers in various roles (shadowing, planning committees, etc.) As well as tracking and reporting volunteer hours on a quarterly basis.
- Supervise committee chairs for publicity, fundraising, entertainment, and program planning through completion of tasks
- Develop and implement fundraising activities along with LRCD student working committee
- Maintain, analyze and keep track of funds and programming budget
- Develop and implement allocation processes for LRCD programs budget
- Process department and university paperwork
- Maintain communication between planning committee, university, on and off campus community, Chicanx/Latinx faculty, Chicana/o Studies Department, student life centers and CCC Program Coordinator.
- Conduct end of the year evaluation and submit written report to Program Coordinator
- Maintain LRCD records and files
- Meet weekly with CCC Program Coordinator
- Hold weekly office hours and attend weekly CCC staff meetings

- Participate with programs that impact the Chicana/Latina community on campus, which include:
 - *Bienvenida*
 - Raza Council Staff Training
 - Open House
 - End of Year Celebration
 - Chicana/Latina Leadership Retreat
 - High School Mentorship Programs
 - La Raza Cultural Days
 - Chicana/Latina Graduation Ceremony
 - Chicano Leadership caucus
 - If you coordinate a Culture Day/Event Celebration/Retreat, you must be available during the event.
 - Attend/Support the main annual events of the center, which may include:
 - Staff Training (September 18-22, 2017)
 - Open House (date TBA, week of September 19, 2017)
 - Grant Committee Meetings (one quarter in September –June)
 - Culture Days
 - REACH Retreat: January 12-14, 2018
 - Asian Pacific Islander Leadership Retreat: January 26-28, 2018
 - Middle Eastern & South Asian Solidarity Retreat February 9-11, 2018
 - Black Family Week: February 12-16, 2018
 - International Community Retreat February 23-25, 2018
 - Mixed Heritage Week: February 26-March 2, 2018
 - Native American Culture Days: April 9-13, 2018
 - Powwow: April 13-14, 2018
 - La Raza Cultural Days: April 23-28, 2018
 - La Gran Tardeada: April 28, 2018
 - Asian Pacific Culture Week: April 30-May 4, 2018
 - Asian Pacific Culture Night Market: May 4, 2018
 - Danzantes del Alma Annual Show: May 5, 2018
 - Middle Eastern & South Asian Community Week: May 7-11, 2018
 - Black Family Day: May 19, 2018
 - End of Year Celebration (June 2018)
 - Implement and deliver programs on various community issues and topics that support the mission and goals of the CCC
 - Submit your time sheets on time
 - Submit your programming plans, ideas, and evaluations consistently
 - Clear communication with center staff at all times

Terms of Employment

- Enroll and successfully pass EDU 160 Cross Cultural Center class in Spring 2017. This required course is designed to be a ten-week, two-unit, pass/no pass class that will teach key principles and perspectives on programming, social justice and leadership
- Accumulate a minimum of 2 hours per week of job shadowing during Spring 2017 with a current CCC staff member
- Must be in good academic standing quarterly and cumulatively
- Participate in a staff training retreat scheduled for September 2017

- Participate in all staff meetings which take place weekly on Fridays from 10:00 AM – 12:00 PM
- Participate in one quarter of grant meetings.
- Work an average of 12 hours per week throughout the academic year (September to June), including 1 potential hour of front desk coverage
- Attend regularly scheduled meetings with Program Coordinator
- Adhere to UCD and Cross Cultural Center policies
- If you are selected for a position at the CCC, please note that, while we encourage students to run for ASUCD elected office, if elected, you may not be able to hold both an elected office position and the CCC position at the same time due to workload and our desire to support your academic goal. If elected, and depending on your academic workload, you are asked to consult with your supervisor about this option
- Note that one of these two positions is dependent on funding for the 2017-2018 year

Qualities Required

- Knowledge of current Chicana and Latina community issues and needs
- Must be a full-time registered student in good academic standing quarterly and cumulatively
- Understand, articulate, and address issues of multiculturalism, cross-cultural intersections, racism, sexism, heterosexism, homophobia, classism, religious oppression, cultural appropriation, sizeism, etc.
- Interest in or knowledge of issues surrounding underserved and underrepresented communities on campus
- Must be willing to work throughout the academic year including evenings and occasional weekends (except for school breaks)
- Strong organizational skills to manage multiple projects
- Ability to lead and conduct meetings
- Initiative and self-motivation
- Strong oral and written communication and interpersonal skills
- Ability to maintain, analyze and keep track of funds and programming budget
- Good computer skills using software such as: Microsoft Word, Excel, Power Point
- Ability to work with a diverse and multicultural team

Qualities Desired

- Work Study, DACAmented and international students are encouraged to apply
- Training in conflict resolution or mediation
- Coursework or community experience in areas related to diversity and community building (i.e., social justice, organizing, identity politics, identity development, cross cultural communication, multiculturalism, topics dealing with race/ethnicity, sexuality, gender, age, ability, religion/spirituality, class)
- Background in Chicana/o Studies
- Prior experience working with campus student organizations
- Previous experience in designing and implementing educational workshops and programs
- Coalition building experience working with a wide variety of organizations and interests