

## Cross-Cultural Center – Job Description

### PEACE Co-Coordinator

Assistant III: \$10.75/hour

17-18

#### Job Purpose

- Coordinate and be responsible for the operation and implementation of the Peer Education And Community Empowerment (P.E.A.C.E.) Program
- Recruit, train, and assign P.E.A.C.E. facilitators to workshops
- Serve as ambassador to promote the mission and goals of the Cross Cultural Center

#### Job Description

- Track all PEACE workshops and create timely quarterly report reporting attendance numbers, workshop facilitators, locations and dates
- Lead weekly P.E.A.C.E. meetings
- Communicate with CCC Career Staff as well as staff in UCD Student Housing to assure trouble-free administration and implementation of PEACE Workshops
- Work in collaboration with Graphics and Web Student Coordinators for P.E.A.C.E webpage maintenance of biographies, workshops and trainer applications dates and deadlines.
- Work collaboratively with other campus leaders (examples include: CCC Affiliate program, LGBTQIARC Interns, ASUCD, Peer Advising Counselors, Multicultural Immersion Program Interns, Ethnic Studies Departments, & Community Organizations)
- Work with CCC Community Coordinators for collaboration of workshops and activity ideas.
- Assist in maintaining the P.E.A.C.E Google calendar of events, as well as SmartSite/Google Drive by uploading relevant documents and tracking workshop requests
- 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.
- Participation 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 during the academic year
- Attend regularly scheduled meetings with an assigned supervisor
- Adhere to the Statement of Inclusion, University, and Cross Cultural Center policies
- Work an average of 7 hours per week
- 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 work load 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

## Qualities Required

- Previous Peer Education experience
- 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 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 issues (i.e., social justice, identity politics, identity development, cross cultural communication, multiculturalism, topics dealing with race/ethnicity, sexuality, gender, age, ability, religion/spirituality, class)
- Prior experience working with campus student organizations
- Previous experience developing curriculum and programs, leading workshops that promote social justice, leadership development and peer education.