

Cross Cultural Center – Job Description

Powwow Coordinator

Assistant III: \$10.75/hour

17-18

Job Purpose

- To serve as a student coordinator for the annual Native American Powwow at the Cross Cultural Center (CCC)
- To act as a liaison between the CCC, Native American Culture Days (NACD)/Powwow Committee, and the Native American Community on/off the UC Davis campus
- Assess, address, educate, and advocate for the issues and needs of Native American students

Job Description

70% (VARIABLE) POWWOW

- Work closely with the Program Coordinator and NACD/Powwow Committee on the planning, coordination, and implementation of the annual Powwow
- Assist in the coordination, organization, and administration of the Powwow, taking into regard Powwow etiquette and protocol
- Collaborate with Native American Studies (NAS) Department to host Powwow Etiquette course
- Provide quarterly and ad hoc reports on progress to CCC and NACD/Powwow Committee
- Participate in and attend Native American Student Union (NASU) meetings to provide updates as necessary
- Assist in recruiting students for the NACD/Powwow Committee and in the facilitation of weekly meetings during Fall, Winter, and Spring Quarter
- Assist in the delegation of tasks including but not limited to: publicity, contracts, logistics, vendors, insurance, hospitality, etc.
- Work closely with Program Coordinator and NACD/Powwow Committee to update Planning Manual for following year
- Assist in the development of fundraising plans and the management of the programming budget
- Work with and mentor volunteers in various roles (shadowing, planning committees, etc) by tracking and reporting volunteer hours on a quarterly basis
- Maintain communication between NACD/Powwow Committee, Native American community (on and off campus), and CCC
- Assist in maintaining Powwow records, files, and compilation of annual powwow's history
- Maintain communication with and consult with Native American constituents on campus, including but not limited to: Native American Student Union, American Indian Science and Engineering Society, American Indian Recruitment and Retention, Native American Studies, Student Affairs Officer in Native American Studies, etc.
- Work with NAS Student Affairs Officer (SAO) and NAS department to support internship course
- Utilize strong organizational skills to manage multiple projects
- Assist in establishing a timeline and maintaining a quarterly schedule
- Facilitate effective working relationships to develop a team among committee members

30% (VARIABLE) NATIVE AMERICAN CULTURE DAYS & NATIVE AMERICAN COMMUNITY

- Work closely with Program Coordinator, Native American Community Student Coordinator and NACD/Powwow Committee to facilitate the planning, coordination, and implementation of Native American Culture Days throughout the year

- Assist in implementation of quarterly programs regarding various community issues and topics of interest that align with mission and goals of the CCC
- Represent the CCC and serve on major campus-wide committees, programs, and/or organizations that impact the Native American community on campus
- Maintain communication with and consult with Native American constituents on campus, including but not limited to: Native American Student Union, American Indian Science and Engineering Society, American Indian Recruitment and Retention, Native American Studies, Student Affairs Officer in Native American Studies, etc.

Expectations

- Make community consultation, and cultural competency a priority in the NACD/Powwow planning, coordination, and implementation.
- Represent the CCC by attending community events on campus such as Native American Orientation, Native American Fall Welcome, American Indian Recruitment & Retention Annual Retreat and/or Conference, etc.
- Assess, address, educate, and advocate for the issues and needs of Native American students on this campus.
- Punctual attendance.
- Attention to detail.
- Timely submission of timesheets.
- Work with a diverse and multicultural team.
- Establish and maintain regular working hours.
- Communicate key issues, programs and projects to the community at large.
- 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)
- Understand and promote the mission of the CCC

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
- Participate in a staff/student coordinator 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
- 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 an assigned supervisor
- Adhere to UCD and Cross Cultural Center policies
- Must be in good academic standing
- 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

Qualities Required

- Knowledge, familiarity and experience with the Native American community on campus, and/or at large
- Cultural competency, and experience working collaboratively and collectively with various constituents
- 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

- Experience with powwow planning, coordination, and implementation
- Background in Native American Studies
- Experience working with Native American student organization on campus (i.e. Native American Student Union, American Indian Recruitment & Retention, American Indian Science and Engineering Society, etc)
- 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)
- Coursework and/or community experience related to Indigenous people and issues (i.e. tribal sovereignty, history of pre-colonial Americas, Indigenous youth, cultural protocol, etc)

- Prior experience working with campus student organizations
- Previous experience developing curriculum and programs, leading workshops that promote social justice, leadership development and peer education.