

**Cross Cultural Center
Community Coordinator
Job Description
2020-2021**

Salary: \$13.50/hour (Assistant III)

Reports to: Program Coordinator

Communities: 7 (African Diaspora, Chicanx/Latinx, Native American, Indigenous, Asian & Pacific Islander, Multi-Ethnic/Mixed Heritage, and Middle Eastern/North African/South Asian)

The Community Coordinator (CC) serves as an ambassador of the Cross Cultural Center by promoting its mission, goals, and values. The CC identifies and prioritizes current campus climate issues by consulting with members of the campus community and planning/implementing programs that highlight the intersections of identity within historically underrepresented communities and meet the needs of the UC Davis student community. Community needs/campus climate issues include: campus inclusion, community relations, combating all forms of oppression, educational inequalities, and other issues that affect underserved communities.

Job Duties

- Outreach to campus and community groups through tabling, planning programs, serving on committees, conducting workshops, etc.
- Work with the career staff, other student coordinators, and volunteers in planning, implementing, publicizing, and evaluating CCC programs (including, but not limited to staff from the LGBTQIARC, WRRRC, SRRC, CSI, AB540 & Undocumented Center, ASUCD, MIP, EOP, SASC, HEP, etc.)
- Serve as liaison to students, student organizations, faculty, Ethnic Studies departments, administrators and staff to maintain communication and flow of information.
- Work collaboratively with other campus leaders (examples include: SRRC, Student Organizations, LGBTQIARC, ASUCD, Peer Advising Counselors, Multicultural Immersion Program Interns, Ethnic Studies Departments, & Community Organizations) to assess, address, educate, and advocate for the issues and needs of the underrepresented and underserved communities.
- Advocate on behalf of community concerns in creating safe space for safe dialogue across all communities.
- Plan and develop CCC community based programs which facilitate greater interaction between domestic and international students, academic units, and student services.
- Market all events per CCC procedures and resources such as the website and social media.
- Assist in recruiting students for the Culture Days Committee and in the facilitation of weekly meetings during Fall, Winter, and Spring Quarter
- Work closely with Program Coordinator and Program Planning Committee to create/update a Planning Manual.
- 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.
- Assist in establishing a programming timeline and maintaining a quarterly schedule.

- Represent the CCC and serve on major campus-wide committees, programs, and/or organizations that impact the student community on campus.

Required Skills & Knowledge

- Knowledge and/or experience of the people, history, culture, community issues and needs of the community you are interested in serving
- Must be a 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, ableism, 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 collaboratively with a diverse team

Preferred Skills & Knowledge

- Background in Ethnic Studies
- 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 (e.g. 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 registered student organizations
- Previous experience developing curriculum and programs, leading workshops that promote social justice, leadership development and peer education
- Previous experience coalition building with varying stakeholders with various interests