

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

Salary: \$13.50/hour (Assistant III)

Reports to: Program Coordinator

Event Positions: Black Joy Fest; Powwow; La Gran Tardeada; Asian Pacific Cultural Night Market

The Cultural Days Student Coordinator (CDSC) serves as an ambassador of the Cross Cultural Center by promoting its mission, goals, and values. The CDSC serves as co-coordinator of one of the Cultural Days Events – Black Joy Fest, Powwow, La Gran Tardeada, or Asian Pacific Cultural Night Market.

Job Duties

- Work closely with the Program Coordinator and Culture Day Planning Committee on the planning, coordination, and implementation of the annual programs/events throughout the academic year, taking into account culturally appropriate etiquette and protocol.
- Develop working relationships and joint programming with other Culture Days programs.
- Outreach to campus and community groups through tabling, planning programs, serving on committees, conducting training, 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, ASUCD, MIP, EOP, SASC, HEP, etc.)
- 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 that may be used as a guide the following year.
- Work with and mentor volunteers in various roles (shadowing, planning committees, etc) by tracking and reporting volunteer hours on a quarterly basis.
- Assist in the delegation of tasks including but not limited to: publicity, contracts, logistics, vendors, insurance, hospitality, etc.
- Assist in the development of fundraising plans and the management of the programming budget.
- Maintain communication with and consult with students on campus, including but not limited to: Student Union, Science and Engineering Society, Recruitment and Retention, Ethnic Studies, Student Affairs Officer, Graduate Student Association, etc.
- Represent the CCC and serve on major campus-wide committees, programs, and/or organizations that impact the student communities on campus.

Required Skills & Knowledge

- Knowledge and/or experience with the specific cultural days event, as well as 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 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 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