

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

Salary: \$13.50/hour (Assistant III)

Reports to: Program Coordinator

of Positions: 2

The PEACE Coordinator (PC) serves as an ambassador of the Cross Cultural Center by promoting its mission, goals, and values. The PC is responsible for and coordinates the operation and implementation of the Peer Education and Community Empowerment (P.E.A.C.E.) program. The PC recruits, trains, and assign P.E.A.C.E. facilitators to workshops.

Job Duties

- 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 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

Required Skills & Knowledge

- Previous Peer Education experience
- 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

- 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