Position Title: Volunteer and Community Engagement Assistant  
Position Department: César Chávez Community Action Center (CCCAC)  
FLSA Status: Non-Exempt  
Full/Part-Time: Part-Time (25 hours per week, maximum)  
Compensation: $18.50 per hour  
Reports to: Department Manager

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Associated Students Summary
Associated Students’ (A.S.) mission is to support and represent the students of San José State University by continuing the organization’s legacy of student advocacy and leadership; to enhance SJSU students’ education through high quality programs and services; and to prepare students as they move towards a thoughtful and purposeful life after graduation.

A.S. is a non-profit auxiliary corporation serving the students of San Jose State University whose primary source of funding is from mandatory student body fees. A.S. Departments include the Cesar Chavez Community Action Center, Child Development Center, General Services Center, Human Resources, Information Technology, Events, Marketing, Print & Technology Center, Student Government, and Transportation Solutions.

Position Summary
Under the direction of the CCCAC Department Manager, the Community Relations Assistant is responsible for assisting front desk operations, developing and outreaching to potential CCCAC volunteers, and assisting in building and developing CCCAC community and campus partnerships. This position reports to the Department Manager. The incumbent should empower students in the department and also serves in an advising capacity for event planning and volunteer/activism programs. Capacity to work effectively in a University environment and support the mission and goals of an educational institution are a must. Increasing overall public awareness of Associated Students though community engagement and partnering with other university departments and contacts to create new co-curricular service learning opportunities and foster community building will be the key to the success of this position.

Essential Functions

- Assists CCCAC Department Manager with the operations of the organization which includes: front desk operations, tracking student assistant hours/scheduling, assessing programs/events, and working closely with CCCAC volunteers
- Assist CCCAC Department Manager with administrative tasks which include but are not limited to: tracking CCCAC general email, list serve, room reservations and event management, and organizing/managing upcoming purchases and invoices
- Assists in the development and maintenance of internal department documents, processes, policies, guidelines, checklists, or other reference documents as needed for department, board, and staff use
prepares and maintains general files, program resources, and confidential materials (i.e. contracts, reservations, and program files)

- Assists and supports CCCAC department-wide programs including, but not limited to, Legacy Month, Transforming Social Justice Series, Spartan Legacy Training Academy, etc.
- Assist in cultivating volunteer development and engagement by providing workshops, programs, and events focused on personal, professional, and academic development
- Coordinate The Community Action Summit, a mandatory orientation and training program for CCCAC volunteers on a semester basis
- Supervise program assistants leads for K-12 programs (Sembradores, Strive for College) to develop a week-to-week curriculum with multicultural, social justice lens
- Assist in maintaining and cultivating strong partnerships with K-12 programs and campus community partners through regular check-ups, partnership assessment and evaluation, etc.
- Attends and/or facilitate various committee and planning meetings of both A.S. and SJSU as needed
- Attends department and staff meetings and on-going staff development trainings of CCCAC and A.S. employees
- Work alongside CCCAC Department Manager to build and maintain relationships with key constituents on and off campus including SJSU students, faculty/staff, and nonprofits, schools and community organizations
- Support A.S. student learning outcomes with a focus on leadership, building a sense of community, and developing critical thinking skills
- Support Manager to ensure proper contracts are executed with vendors, performers, and sponsors and adequate liability insurance is secured for all A.S. events in accordance with A.S. and SJSU policies.
- Supports Manager and works with Risk Management to assure safe practices and emergency preparedness at events, programs and upholds the safety of attendees.
- Works with Manager to encourage a safe and accident free work environment for student assistants, volunteers and community

Knowledge, Skills, and Abilities
- Requires excellent interpersonal, verbal and written communication skills, and attention to detail
- Ability to establish and maintain effective working relationships with diverse groups
- Demonstrates ability to support the training, supervision and coordination of the activities of program staff, interns and volunteers
- Ability to work independently, creatively, and to develop effective programs and services
- Requires demonstrated experience in Microsoft Office, Google Applications and planning tools
- Knowledge of and commitment to the principles of current student development, cultural competency, and leadership for social justice is required.
- Creativity, motivation, organization, and coordination abilities is required.
- Knowledge of social justice and student development principle especially those serving the needs of a diverse population
- Proven office administrative skills and experience with community partners/non-profits
- Requires excellent customer service and public speaking ability
- Public relation and promotion skills required, including use of social media, apps, and other electronic publicity/marketing methods preferred.
- Program evaluation, budgeting and data analysis, is a plus

Work Environment, Hours and Physical Demands
- This job operates in an office environment and routinely uses standard office equipment.
- Work hours are Monday through Friday, 8:00 a.m.-5:00 p.m. Evening and weekend work may be required as job duties demand.
- Must be able to operate a computer, including a keyboard and mouse, and phone.
- Must be able to occasionally lift or carry office or event products or supplies, up to 40 pounds.
• Must be able to sit for extended periods of time.

Required Education and Experience
• B.A./B.S. Political Science, Sociology, Ethnic Studies, Social Science or related field from an accredited college/university
• 1-3 years of related experience or equivalent combination of education and experience in educational programs or community relations. Experience in higher education preferred
• Currently enrolled in a graduate program at San Jose State University or nearby Bay Area-based university.
• Experience advising students and the ability to establish and maintain harmonious relationships with staff and student leaders
• Experience in higher education, non-profits, and community organizations preferred.
• Experienced facilitating trainings and curriculum design

Notes to Applicants
This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

This position may be exposed to sensitive or personal information and is required to comply with the requirements set forth by the Integrated CSU Administrative Manual 8000 series and Associated Students Information Security Standards as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily after a conditional offer of employment. Failure to satisfactorily complete the background check may affect a conditional offer of employment.

Equal Employment Statement
Associated Students provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. A.S. provides reasonable accommodations for applicants with disabilities who self-disclose.

Applications
Applicants must submit a complete application through the Associated Students applicant tracking system, ADP. Only complete applications will be considered.

Deadline
The position will remain open until filled.

Click [here](#) to apply!