

COMMUNIVERCITY SAN JOSÉ
POSITION ANNOUNCEMENT: PROJECT COORDINATOR

CommUniverCity San José is seeking an individual to assist with the development and management of community-based projects in the greater downtown San José area.

Time base: Half time (up to 20 hours per week)

Salary: \$13 to \$17 per hour (commensurate with experience and qualifications)

Starting date: September 15, 2013

End date: June 15, 2014

CommUniverCity San José is a partnership to improve community connections, health and education in low-income neighborhoods in central San José. The partnership includes the City of San José, The Health Trust, Neighborhood Housing Services Silicon Valley, Catholic Charities, and other community partners. The area served is culturally diverse; more than 50% of residents are immigrants or children of immigrants and only 30% of households speak primarily English at home.

CommUniverCity San José works with faculty, students and community partners to create and sustain meaningful course-based service-learning opportunities and to encourage civic engagement of students while increasing community connections among residents.

The project coordinator will assist with efforts to build community leadership and involvement, link faculty, student service-learners and volunteers to community collaborative efforts, evaluate program impacts, and carry out activities to sustain those efforts.

CommUniverCity San José's projects are based on priorities set by neighborhood residents. CommUniverCity San José's goals are to create, support, and enrich *sustainable* community engaged learning projects in the following areas:

- *Education:* Enrich and expand educational opportunities for residents and youth, encouraging a "college going" culture throughout the community.
- *Community Health:* Support all aspects of the neighborhood that contribute to healthy environments and lifestyles.
- *Neighborhood Environment:* Foster a physically safe and socially connected, empowered community.

Required Qualifications:

- Experience working in a diverse, multi-cultural setting.
- Experience with community organizing, planning and development.
- Experience working in self-directed, high initiative-low supervision environments.
- Strong organizational and time management skills.
- Excellent oral, written and interpersonal communication skills.
- Exceptional initiative and creativity.
- High level of professionalism and attention to detail. Impeccable follow-through a must.
- Self-motivation, especially when working with students and community members.
- Strong leadership skills.
- Ability to work collaboratively in a team setting.
- Sense of humor, outgoing personality and flexibility essential.
- Availability to work on some evenings and weekends as needed.

Desired Qualifications:

- Bilingual fluency in English and Spanish.
- Event planning experience.
- Knowledge of issues affecting low income communities and/or communities of color.

- Valid California driver's license.

To learn more about CommUniverCity, please visit our website at cucsjs.org.

To Apply:

Submit the following materials by email to dayana.salazar@sjsu.edu by August 27, 2013.

- Statement of intent or cover letter outlining why you possess the qualifications, experience, passion and drive to become a Project Coordinator for CommUniverCity.
- Resume or CV.
- Names and contact information (phone numbers and email addresses) for 3 references (work and/or academic), and your permission to contact them.