

**POSITION TITLE:** Community Organizing, Direct Action, and Mutual Aid Program Assistant

**I. DEPARTMENT/OFFICE INFORMATION:**

- a. **Department/Office Name:** CEC
- b. **Supervisor Name:** Ari Wood
- c. **Number of students needed in this role:** 1

**II. ESSENTIAL FUNCTIONS AND DESIRED SKILLS AND ABILITIES:**

- a. **Position Overview:** The Community Engagement Center (CEC) supports community engagement initiatives with social change movements and organizations; this year being pivotal in its purpose during this time of a pandemic and social unrest. The Community Organizing, Direct Action, & Mutual Aid Assistant will be working with CEC staff to collect data and information based on current events and activities which will then be translated into social media material, events, popular education and other outreach. They will act as a liaison, connecting the campus community to local direct action, community organizing, and mutual aid initiatives, and connecting community partners to institutional resources and campus community members looking to get more involved.
- b. **Essential Functions:**
  - Coordinate with the Hecker Community Fellow to update and create Social Media content that amplifies direct action and mutual aid initiatives for the campus community, surrounding communities, CEC, partners, and clubs.
  - Help plan for annual and semester-based programming and events related to direct action, community organizing, and mutual aid.
  - Collect data and information about trends/events in regards to social change movements.
  - Collect and advertise data related to remote community organizing efforts (i.e., petitions, repost, educational materials on community issues) and in person community organizing events (protests, solidarity demonstrations, sit-ins, boycotts, community resources, etc).
  - Logistical tasks for online and in-person events.
  - Assist other functions as needed with CEC.
- c. **Desired Skills and Abilities:**
  - Microsoft Office Suite proficiency (Word, Excel, PowerPoint) as well as Zoom and Google Calendar/Drive.
  - Basic graphic design proficiency (i.e. Canva, Adobe Photoshop, etc).
  - Basic understanding of social media platforms (i.e. Twitter, Facebook, Instagram, etc).
  - Prefer experience in working on community organizing, direct action, and mutual aid initiatives.
- d. **Other Comments:** The CEC is working with community organizations and nonprofits that are serving populations critically affected by the current pandemic and social unrest; when working in this position, please consider the importance of your contributions to the office and to our community partners.

III. **CAREER COMPETENCIES:** The National Association of Colleges and Employers has formulated a set of career competencies to help students identify and articulate knowledge and skills that they have developed in various settings. Please identify all competencies that will be developed through this position (check all that apply).

**Career & Self-Development:** Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

**Communication:** Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

**Critical Thinking:** Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

**Equity & Inclusion:** Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

**Leadership:** Recognize and capitalize on personal and team strengths to achieve organizational goals.

**Professionalism:** Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

**Teamwork:** Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

**Technology:** Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

IV. **WORK SCHEDULE:**

Flexible with the schedule of the student, but the assistant must be available with half their scheduled hours being able to be completed within the regularly scheduled work week time of Mon-Fri. 8am-5pm, PST.

During that allotted time, that is synchronous with the regularly scheduled work hours, the assistant should be available to attend meetings and check-ins. This position is 10 hours per week.

V. **STUDENT CODE OF CONDUCT:** Like all Pitzer students, all student employees are required to adhere to the Pitzer College Student Code of Conduct.

PLEASE NOTE: Sections II, III, IV, and V will be used by the supervisor as a part of posting the position to students through Handshake, Pitzer's career services management system. See e-mail directions for more detail.