

**POSITION TITLE:** Social Media, Arts & Communications 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 partners in building a stronger, more vibrant online presence to assist in their organizing and programmatic efforts. The Social Media, Arts & Communications Assistant will work with CEC staff and community partners to develop and amplify virtual and in-person forms of engagement, such as sharing social media campaigns, adding educational and community resources to the CEC/partner websites, and finding virtual community engagement strategies and resources for course enhancement and in support of volunteers. They will also assist in CEC branding, CEC, SRX course, and community partner online program support, and the development of our Artist-Activist in Residence program.
- b. **Essential Functions :**
  - Coordinate with CEC staff to create a semester-based social media plan for content and posts for CEC and subsidiary programs.
  - Update and create social media and website content for CEC, partners, and club events.
  - Collect and advertise programs, events, and resources related to community engagement.
  - Create and promote CEC branding materials (brochures, flyers, etc.).
  - Coordinate, advertise, and perform logistical tasks for online events.
  - Support other student interns and CEC staff by creating graphics, flyers, logos and other branding materials.
  - 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.
  - Intermediate or advanced graphic design proficiency (i.e. Canva, Adobe Photoshop, etc).
  - Intermediate or advanced understanding of social media platforms (i.e. Twitter, Facebook, Instagram, etc).
  - Prefer experience working with web design software (WordPress).
  - Prefer experience in working on community engagement and must have a working understanding of both systems of oppression and social change work.
- d. **Other Comments:** The CEC [is working works](#) with community organizations and nonprofits that are serving populations critically affected by the current pandemic, social unrest, and political tensions. 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.