

## POSITION TITLE: Native Initiatives Event Coordinator

### I. DEPARTMENT/OFFICE INFORMATION:

- a. **Department/Office Name:** CEC/Native Initiatives
- b. **Supervisor Name:** Elena Nourrie
- 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) is seeking a student to assist with event coordination and implementation specifically for Native Initiatives during the Fall 2021 and Spring 2022 school year. As a center that supports students, staff, faculty and community partners through their community engagement journey, we offer a variety of workshops, trainings and informative events. Event staff will help with event set up, tear down and any additional support during events. Event staff will also be required to support event planning, preparation and related outreach for programs. Lastly, alongside our Program Assistant, the Events Coordinator will assist with funding requests/applications through the variety of outlets on campus. This position builds upon work from the 2020-2021 school year and summer of 2021; this position is a 10 hour per week commitment.
- b. **Essential Functions** [This section describes position projects or tasks as a set of bullet points]:
  - Regular check-ins regarding current and future tasks must be attended when scheduled, unless otherwise rescheduled.
  - Full completion of projects delegated by the Assistant Director of Native Initiatives may include but are not limited to:
    1. Create and maintain annual Native Initiatives event calendar
    2. Event Marketing and Outreach
    3. Funding requests/applications and attending necessary meetings to receive funding.
    4. Event set up and break down
    - 5.
- c. **Desired Skills and Abilities:**
  - Proficiency in Microsoft Word, Excel, and PowerPoint and Outlook as well as Google calendars, Google drive, and Zoom
  - Ability to respond quickly to emails
  - Strong written and oral communication
  - Commitment to teamwork and a desire to grow professionally
  - Strong decision-making skills
  - Understanding of systems of oppression and how they function on individual and institutional levels
  - Desire to coalition build and push for institutional change
- d. **Other Comments:** [Click or tap here to enter text.](#)

- 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:** [Please list required hours/week, days of the week required, etc.]:  
[Click or tap here to enter text.](#)

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.