THE CEC IS HIRING!

We are currently hiring for three new positions in our office! If you are interested in any of these positions, please apply through a handshake!

- **Education Program Assistant | 2 Positions | Up to 10 hours | Job # 6900703 | Supervisor: Jessica Chairez**
  The Education Program Assistant will provide support to the Education Pillar, supporting connections between SRX courses through tutoring, mentoring and college access placements, coordinating campus field trips, and providing access to Public Health resources.

- **Encuentros Program Assistant | 1-2 Positions | Up to 10 hours | Job # 6900795 | Supervisor: Ari Wood**
  The position of CEC Encuentros Program Assistant will serve as a support for the staff of the day labor centers, affiliated partners, and CEC through planning, execution, and assessment of Encuentros programs. Organizing Encuentros events, workshops, and direct action organizing are just some of the opportunities with which the CEC Encuentros Program Assistant may become involved.

- **Research and Fundraising Program Assistant | 2 Positions | Up to 10 hours | Job # 6900823 | Supervisor: Jessica Chairez**
  The Research and Fundraising Program Assistant will work with CEC staff and community partners to identify and utilize Pitzer resources to help community partners on research and fundraising. They will act as a liaison, connecting the campus community and community partners to institutional resources and campus community members looking to get more involved.

UPCOMING CEC EVENTS

- **Wednesday, September 7th | 6:30pm-8:30pm | CEC Ethics and Orientation Training in the GSC MPR**
- **Wednesday, September 7th | 11am OR 5pm | Children Youth and Family Collaborative (CYFC) Orientation Join by Zoom**
- **Friday, September 9th | 12pm-4pm | Free Mobile Live Scan in the Broad**
**ETHICS AND ORIENTATION TRAINING REMINDER!**

*Are you enrolled in a praxis course or plan on participating in community engagement this semester?*

If you answered yes to the above, don’t forget to **attend our Ethics and Orientation Training Wednesday, September 7th. Students must complete this process once every academic year.** If you are unable to attend this in-person event, you can **complete our training online**, no later than Friday, September 9th. To complete our Ethics and Orientation, just follow these simple steps:

1. Attend our in-person Ethics and Orientation Training on Wednesday, September 7th, 6:30pm-8:30pm in the GSC.

2. Complete our [CEC Student Intake Form](#).

For our alternative virtual session you will:
1. Watch the recorded version of the CEC Orientation & Ethics Training here: https://www.pitzer.edu/cec/community-engagement-center/students/ethics-orientation/.

2. Take the Orientation Quiz on the left side of the video after completing the training.

3. Complete our CEC Student Intake Form.

If your partner requires clearance please attend our Free Mobile Live Scan Event this FRIDAY, SEPTEMBER 9TH, 2022. RSVP FOR A SLOT ASAP!

For questions or more information feel free to email us at cec_staff@pitzer.edu.

PARTNER FEATURE

5C Volunteer Specialist | 1 Position | Start: Immediately | Uncommon Good is currently seeking a student intern who will help support 5C Volunteers.

Media Interns | 2 Positions | Start: Immediately | Uncommon Good is seeking 2 Media Interns to help maintain a social media presence on facebook and instagram, particularly to interact with the 5Cs and 5C students on social media, assist with general photography/videography at events, create promotional videos about Uncommon Good, seek out grant/funding opportunities, and update website. Additionally, spotlight videos focusing on alum/volunteers would be great. They will teach media skills and literacy to students and update promotional materials like brochures. They will attend events to photograph and/or video record and possibly create a tik tok presence for Uncommon Good. 10-20 hours per week, but flexible depending on events and student availability. *Most events are on evenings or weekends, so availability during those times is required.

What is your organization's main goal(s)?
Uncommon Good is a nonprofit organization focused on breaking the intergenerational cycle of poverty. Our programming addresses systemic issues in education, health, and the environment that affect under resourced families in the greater Pomona Valley area.

**How does your organization aim to achieve these goals?**

Uncommon Good’s education program focuses on college access & student enrichment via mentoring, tutoring, college tours, and educational workshops. We aim to help create well-rounded individuals who are prepared to go to college, with assistance every step of the way. Our farm program grows fresh, organic produce that is given for free to under-resourced families in the greater Pomona valley to help maintain health and quality of life. Our MED program encourages students to become doctors, and helps keep current doctors in community clinics by helping them repay their educational loans.

**What do you love the most about the work your organization does?**

The multi-faceted approach. Everyone has a lot going on in their lives, and addressing one issue or problem doesn't always do enough to make a huge impact on a student or family. Our focus on several different issue areas ensures that we are helping in the most meaningful way we are able.

**How could a Pitzer student best get involved with your organization?**

We’ve asked Pitzer CEC for 1 or 2 media interns, which would be a tremendous help. Having dedicated team members to photograph & film events, create promotional/spotlight videos for our grant partners, and help us document the work we are doing would really benefit us. The best way we can continue receiving grants to continue helping students is to document what we actually do, but oftentimes we are so busy doing it we don't think to grab the camera. Having someone on our team to be that go-to person would empower us to do even more!

**VOLUNTEERS NEEDED**
The Frontline Observer - IMMEDIATE

- **Media Internship | 2 positions | Hybrid** | The Frontline Observer is a news outlet covering the voices of ‘frontline’ communities – people hit hardest by the climate crisis and environmental injustice. We are seeking media interns able to search and assemble news stories and deliver them to audiences through platforms and mediums, including web, social media and email. Interns are required to abide by the principles of journalism -- objectivity, fairness, accuracy, ethics and persistence. The internship program demonstrates how critical thinking and creative skills can help grow a community-based news platform and give the community-at-large important information. This approach demonstrates to students that their skills can be used for in-depth journalism highlighting environmental issues and informing audiences about on-going advocacy. Hours per week: 10-15. Job Roles and Responsibilities: collect, verify and analyze newsworthy information, write and deliver news stories, contact, interview and research sources, develop photographs and produce infographics, meet with editor/publisher to discuss news assignments and responsibilities. The internship runs from September 12, 2022 to December 16, 2022. Spanish is preferred.

Pitzer Justice Education - IMMEDIATE

- **Media Internship | 1 position | Hybrid** | The media intern works with the Justice Education Initiative to update our organization's website and social media platforms. This includes weekly updates of justice-related events across the Claremont Consortium, photographing events to post on social media and creating content for our website and social media platforms. This is a 5-7 hour per week position. Start date: Sept 6th.

Uncommon Good - IMMEDIATE

- **Media Internship | 2 positions | Hybrid** | Intern will help maintain social media presence on facebook and instagram, particularly interaction with the 5Cs and 5C students on social media, website updates, assistance with general photography/videography at events, creation of promotional videos about Uncommon Good, and identification of grant/funding opportunities. Additionally, spotlight videos focusing on alum/volunteers are needed. Interns will teach media skills and literacy to students, update promotional materials, attend events to photograph and/or record, and possibly create a Tik Tok presence for Uncommon Good. 10-20 hours per week but flexible depending on events and student availability. *Most events are on evenings or weekends, availability during those times is required* Starts ASAP.
- **5C Volunteer Specialist Intern | 1 position | Hybrid** | In need of a student intern to help support 5C volunteers with Uncommon Good.

Claremont After School Programs (CLASP) - IMMEDIATE

- **CLASP Paid Student Coordinator | 1 position | Hybrid (mostly virtual)** | In
need of an intern to host a tutor site, place students/tutors in breakout rooms, and monitor the rooms for technical and homework assistance. Beginning ASAP.

- **Tutors** | TBD | Hybrid | Searching for in-person tutors for Mondays at 3:15pm-4:30pm and Wednesdays at 1:30pm-2:45pm.

**Just San Bernardino**

- **Media Internship** | 3+ positions | Hybrid | Interns will assist in creating social media graphics that explain the People’s Plan for Economic Inclusion and implementation of the plan. They will help document events led by Community Based Organizations who make up the Just SB collaborative in the form of photos, video and audio. They may assist in drafting blogs and media advisories, help with CRM management for newsletters and other community outreach. Interns may be asked to join various coalitions and committees if needed. Spanish is preferred. 5-20 hrs per week. Start dates: Sept 5th or 12th, 2022.

**Encuentros**

- **Student Leadership Position** | 1-2 positions | In-person | In need of a student to lead the group this year.

**Pomona Economic Opportunity Center (PEOC)**

- **Media Internship** | 1-2 positions | Virtual | In need of media intern to help with flyers and social media *spanish required*.

**Latino/a Roundtable**

- **Media Internship** | 1-2 positions | Hybrid | Searching for media interns to assist with photography, social media, and possible film support.

**National Lawyers Guild**

- **Legal Observer** | no max | TBD | In need of volunteers to document law enforcement activity at collective actions.
- **Data Analyst** | 1-2 positions | Virtual | In need of volunteers to work with data from the Superior Court System.
- **Story Collector for Street Vendor Advocacy** | 2 positions/as needed basis | In person | In need of volunteers to interview street vendors in Santa Monica documenting violence and issues with police. Great for bilingual volunteers with transportation.
- **Media Internship** | 1-2 positions | Virtual | In need of volunteers with Canva experience for making guides/information more exciting/presentable.

**Prison Library Project**

- **Book Collection Volunteer** | 10 positions | In-person | In need of volunteers to catalog and inventory books, read letters from prisoners, find and pull the books, and prepare shipments to the prisoners.

**Prototypes**

- **Programming Interns** | groups of 3-4 students | Hybrid | In need of
volunteers to develop and implement class programming around topics such as mindfulness, relaxation, and arts *bilingual students needed*

**Huerta del Valle**
- Remote Engagement at Educational Center | TBD | Virtual | Data analysis, preparing marketing materials, media materials, grant writing, researching foundations and grants.
- Farming at Ontario Garden | TBD | In-person | In need of volunteers to assist with in-person farming at the Ontario site.

**Inland Empire Immigrant Youth Coalition (IEIYC)**
- Outreach Volunteer | TBD | TBD | In need of outreach volunteers for publicizing workshops and events.

**Home-y-made Meals**
- Meal Prep Volunteer | No Max | In-person | In need of groups to prepare, deliver, and serve homemade meals to people experiencing houselessness.

**ConductAbility**
- Program Volunteers | 1-2 positions | In-person | Desire students who have interest in working with young people with neuro-motor impairments.

**Child Youth and Family Collaborative (CYFC)**
- Tutors/ Mentors | About 20 positions | In-person | In need of tutors/mentors for foster youth. (we should specify)

**Pomona Public Library Foundation (PPFL) Homework Club**
- Tutors | No Max | In-person | In need of students for in-person K-8 tutoring.

For questions related to internships and partner connections please contact ari_wood@pitzer.edu.

**FUNDING AND RESOURCES**

- **Community Engagement Transportation Funds** | Fall Deadline | Wednesday, December 14th, 2022 (Students)
  - The CEC has transportation funds allocated for students doing community engagement-related travel either for a course or on their own. Students are allotted $100 each semester. Requests are accepted on a rolling basis and are due no later than two weeks after the end of each semester.

- **Community Engagement Clearance/Livescan/TB Funds** | Fall Deadline | Wednesday, December 14th, 2022 (Students)
  - The CEC has clearance funds allocated for students doing community engagement-related travel either for a course or on their own.
Requests are accepted on a rolling basis and are due no later than two weeks after the end of each semester.

- **Project Funding Request** | Fall Deadline | Wednesday, December 14th, 2022 (Students/Faculty/Community Partners)
  - Applicants may request funds for speakers, materials, event co-sponsorships and conference-related expenses. Funds will be accessible through reimbursement and direct payments to vendors unless otherwise requested. Max Request of $150

- **Mutual Aid Requests** | Fall Deadline | Wednesday, December 14th, 2022 (Students/Faculty/Community Partners)
  - Applicants may request to use these funds for meeting immediate survival needs, community organizing and education, direct action, and more. Funds will be sent in the form of a Visa gift card unless otherwise requested. Non-monetary requests are also encouraged and we will make every possible effort to provide support.

For any questions related to funding and awards please contact jackie_conteras@pitzer.edu.

**CEC STAFF SPOTLIGHT**

We would like to introduce you to your wonderful Hecker Community Fellow, Ari Wood and everyone’s favorite campus pup, BEANZ!

Ari has been a part of the CEC going on two years, but spent time working in our office as an undergrad. Ari oversees our Direct Action, Social Media, Arts & Communications, and Education pillar, and supports all constituents of the Pitzer community and community partnerships.

What do you do at the CEC?
Facilitating community-based co-educational partnerships, managing virtual and in-person events, collective actions, and community-based programming, supervising student interns, facilitating student trainings, course support, Spanish translation assistance, data collection, evaluation, and assessment

What is your favorite part of your job?
I love my team!! All the people and the pups make every day exciting and joyful :)

**How do you practice self-care?**
BEANZ! and Ari go for long walks together where BEANZ! gets to be off leash and terrorize small woodland creatures and Ari laughs.

**What is your favorite smell and why?**
Lavender because it’s calming & has healing properties.

**What is your favorite Pitzer memory?**
Ari: drinking piña colada smoothies on the mounds with friends BEANZ!: jumping the garden fence, outrunning camp sec, stealing someone’s burrito then dropping it off a block later on Claremont Blvd.

**What’s one song you can’t help but dance to?**
BEANZ!’s many theme songs.

For more information about the CEC please visit our website at [https://www.pitzer.edu/cec/](https://www.pitzer.edu/cec/) or follow us on IG @pitzercec.

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