Position: Community Outreach Coordinator/Peer Advisor

Openings: 1

Weekly hours: 10-12, self-scheduled between 8:00 AM - 4:30 PM *some night and weekend hours may apply with proper authorization*

Starting hourly rate: $15.00 (with opportunities for increased pay over time)

Position start date: Flexible

Work Study Required: Yes

Background Check Required: No

Workplace Summary:

The CCEL coordinates campus-wide resources for curricular and co-curricular community-engagement and domestic off-campus study programs. We have a project-oriented and team-oriented approach to accomplishing our work.

The Center for Community-Engaged Learning

1. Supports UMN Twin-Cities faculty and academic departments with the community-engaged learning components of their courses

2. Cultivates and maintains local and national community organization partnerships

3. Facilitates the Community Engagement Scholars Program (CESP) a program for students who make serious commitments to community engagement and offers official University recognition, along with opportunities to make connections with like-minded students

4. Advises students on community-based learning opportunities

5. Designs and implements orientations and training curriculum for students involved in community-engaged learning courses (CEL) and in co-curricular programs

6. Administers National Student Exchange (NSE), a study-away program for undergraduate students
Additional information is available at http://www.ccel.umn.edu
**Job Summary:**

The Community Outreach Coordinator role is a dual role alongside the role of Peer Advisor. The duties of the Community Outreach Coordinator are to organize and facilitate outreach between staff in the CCEL and community partner organizations. In order to build strong, sustained and meaningful partnerships, it is vital we engage in ongoing communication with our community organizations. This role is pivotal in helping to manage outreach and contact.

In addition, Peer Advisors hold a critical role in the CCEL. They support student engagement through one-on-one advising. This includes talking about local community engagement opportunities, office programs, and the social ramifications of volunteering. Peer Advisors also take on various tasks including, but not limited to: general office support, front desk management, tabling at fairs, creating content for the CCEL website, leading information sessions about specific CCEL programs, and preparing for / facilitating workshops. Students selected for this position will gain valuable program implementation experience, interpersonal communication skills, coordination experience, and contacts across an array of community organizations.

**Duties and Responsibilities:**

1. **Community Outreach Coordinator Duties - 40%**
   a. Outreach and liaise with new and existing community partner organizations
   b. Organize and update Google Sheets with community partner information
   c. Support outreach to community partners by delegating tasks to CCEL staff

2. **Peer Advisor Duties - 60%**
   a. Advise students and faculty with personalized volunteer recommendations
   b. Recruit student participants through on-campus tabling, class visits, and presentations
   c. Participate in weekly staff meetings, yearly retreats, and training sessions
   d. Enhance understanding of community partnerships through site visits and other communications
   e. Facilitate info. sessions/workshops for staff, students, faculty, and CESP scholars
   f. Assist CCEL staff with project support and other assigned duties
Qualifications and Experience:

**Required**
- Work Study eligible
- Degree seeking undergraduate student enrolled at the University of Minnesota - Twin Cities
- Ability to work as a member of a team
- Self-motivated with the ability to take initiative
- Time management skills and capable of scheduling work between classes and other commitments
- Commitment to equity, diversity, inclusion and anti-racism
- Experience working with diverse populations on and off campus
- Ability and comfort working with a variety of people of varying experience levels
- Experience with Google Suite
- Strong communication skills (written and verbal)

**Preferred**
- We highly value students who are able to stay in a position for multiple semesters
- Experience delegating tasks to peers
- Highly organized, task-oriented, and deadline driven
- Experience advising, recruiting, and conducting peer-to-peer workshops
- Strong interpersonal skills
- Basic knowledge of Twin Cities community organizations, schools, and nonprofits
- Prior community engagement experience(s)
- Strong problem solving skills
- Interest in developing and fostering professional relationships with community organizations
- Some prior experience building and sustaining professional partnerships
- Interest in taking on a leadership role that fosters and promotes a positive work culture

As an Equal Opportunity Employer, the University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender identity, gender expression, age, marital status, disability, public assistance status, veteran status, or sexual orientation. BIPOC, LGBTQIA+, women, and members of other historically underrepresented communities are encouraged to apply.
Application Instructions:

Priority Deadline: Friday, September 8th @ 11:59 AM CST
We will continue hiring on a rolling basis until positions are filled.

Please submit the following three items via email or through the application portal:

- A one-page, single-spaced written response addressing the following:
  a. Why are you interested in this dual position? What strengths, skills, and prior experiences can you contribute? How do you hope to develop within these roles?
  b. What social issues are important to you right now? Please explain why.
  c. How do you define community engagement? How do you engage meaningfully?
  d. What experiences do you have advising and/or facilitating groups of your peers?

- Resume

- Three references including name, title, relationship to you, email address, and phone number (personal and/or professional reference are acceptable)

We will not be able to move your application forward until all three documents have been submitted.

Questions? Please contact / send application materials to:
Center for Community-Engaged Learning, ccel@umn.edu