MCC Community Outreach Coordinators

Five Community Outreach Coordinators to work with five communities & cross-culturally:
- Asian Pacific Islander
- African American
- Native American
- Latino
- International

Responsibilities and job description:
1. identify clubs, organizations, departments, individuals who are your constituents.
2. develop a communication and networking system with above organizations in order to share information from the MCC and vice-versa
3. coordinate the planning of Creating Community Reception
4. coordinate planning of annual events:
   - Autumn Moon Festival/Asian Pacific Community Reception
   - Latin American Independence Days
   - Indigenous Peoples Week
   - Dia de los Muertos
   - Black Liberation/Black History Month
   - Lunar New Year Celebration
   - California Big Time & Social Gathering
   - Community Graduation Celebrations
5. bring forth new ideas for collaborations, events & activities
6. invite clubs & individuals to participate in United Through Diversity (UTD)
7. optional: participate in planning of Q-Fest
8. others:

Purpose of position:
1. expand the mission of the MCC by networking with new students early in their HSU experience
2. contribute to the retention of students by facilitating student involvement and community building
3. enhance leadership skills and experiences of participating students
4. others:

Expectations:
1. Coordinators will have weekly office hours and meet with the MCC Directors at least twice a month
2. Coordinators will attend at least one club meeting during the semester
3. Coordinators will be active participants in United Through Diversity (UTD)
4. Coordinators will provide feedback and assessment of work at the end of each semester
5. Coordinators will work 4 – 6 hours per week
6. others:

Compensation: $875 annual stipend ($437.50 in fall semester; $437.50 in spring semester)
Hourly payroll: 15th of each month and last day of each month