



## POSITION ANNOUNCEMENT

### Project Coordinators-Growing Sustainably and Other Community-engaged Learning Programs

**Time base:** 15-20 hours/week

**Salary:** \$16.20-\$20/hour, depending on qualifications

**Beginning term:** Spring 2022 Semester

**Start date:** January 2022

**End date:** June 2022, with possibility of extension to June 2023

CommUniverCity SJSU is a partnership for improving community connections, health, and education in low-income neighborhoods in central San José. The area we serve is culturally diverse.

CommUniverCity focuses its efforts in the underserved neighborhoods of Central San José. These diverse communities are home to about 10% of the City's residents; 52% of the population is Hispanic, and about 45% of residents are foreign-born. CommUniverCity's programs impact low-and-moderate income residents living in neighborhoods near SJSU. Here, median household income (\$48,805) is 43% of the median income in the City of San José as a whole. Seventy-nine percent of students in the school district we work most closely with are eligible for free or reduced price meals. Sixty-six percent are English Language Learners. A significant percentage of K-12 students in the schools that partner with us perform below grade level in English and Math.

CommUniverCity SJSU works with faculty, students and community partners to create and sustain meaningful course-based service-learning opportunities and to encourage civic engagement of students while increasing community connections among residents. CommUniverCity creates, supports, and enriches sustainable community engaged learning projects in the areas of Education, Community Health and Neighborhood Environment. The Project Coordinator will primarily lead CommUniverCity's Growing Sustainably, a program that engages residents of all ages and San José State University (SJSU) students in: (1) teaching residents (primarily elementary school children) how to grow and cook their own healthy food, and (2) harvesting the neighborhood's many fruit trees and donating the produce to the neighborhood food pantry

The Growing Sustainably Project Coordinator will assist with: (1) establishing a system for recruiting and training SJSU students to deliver the Growing Sustainably educational programs to local k-6 students, and (2) refine existing methods for measuring the impact of the program.

To learn more about CommUniverCity please visit [cucsjs.org](http://cucsjs.org).



CommUniverCity • SJSU

— engage — learn — build —

The Project Coordinator for the Growing Sustainably project will also be expected to support, as needed, other CommUniverCity projects as needs arise. Additional Project Coordinators are needed to support other CommUniverCity programs aimed at promoting civic engagement, conducting on-the-ground community assessment, enhancing k-12 education in underserved neighborhoods, and improving public health.

**Required Qualifications:**

- Authorized to work in the U.S.
- SJSU Student in good standing currently matriculated in a degree program
- Previous work or internship experience
- Demonstrated organizational and time management skills
- Ability to work on campus two to three days per week
- Excellent oral, written, and interpersonal communication skills
- Reliable means of transportation for visiting field sites and community partners
- Able to work on some evenings and weekends as needed
- Proficient with Google Suite of applications (e.g., Gmail, Drive, Slides, Docs, Sheets, Forms)

**Desired Qualifications:**

- Strong leadership skills
- Bilingual fluency in English and Spanish
- Valid California driver's license
- Plans to enroll in classes during the '22-'23 school year
- Valid California driver's license
- Knowledge of issues affecting low income communities and/or communities of color
- Experience working in a diverse, multicultural setting, community outreach and event organizing
- Environmental background is a plus for Growing Sustainably position

**To Apply:**

- Submit the following materials via email to [matthew.snyder@sjsu.edu](mailto:matthew.snyder@sjsu.edu):
- Statement of intent or cover letter outlining why you possess the qualifications, experience, passion and drive to be a Project Coordinator for CommUniverCity.
- Names and contact information (phone numbers and email addresses) for 2 references (work and/or academic), and your permission to contact them.
- Use the subject line "CommUniverCity Project Coordinator" in your email; position open until filled.

To learn more about CommUniverCity please visit [cucsjsu.org](http://cucsjsu.org).