POSITION ANNOUNCEMENT

Project Coordinator

Time base: 15-20 hours/week
Salary: depending on qualifications
Start date: Spring 2024, February
End date: June 2024 [with the possibility of extension to next academic year]

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 CommUniverCity 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. The Project Coordinator will assist SJSU faculty and CommUniverCity leadership with linking faculty, student service-learners and volunteers to community collaborative efforts, evaluating program impacts, building community leadership and involvement, and carrying out activities to sustain those efforts. CommUniverCity SJSU's projects are based on priorities set by neighborhood residents. CommUniverCity creates, supports, and enriches sustainable community engaged learning projects in the following areas:

- Education: Enrich and expand educational opportunities for residents and youth, fostering a college-going culture throughout the community
- Community Health: Support all aspects of the neighborhood that contribute to healthy environments and lifestyles
- Neighborhood Environment: Foster a physically safe and socially connected, empowered community

To learn more about CommUniverCity please visit cucsj.org.

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 that result in project completion
- Ability to work well in a team setting
- 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
- Knowledge of issues affecting low income communities and/or communities of color
- Experience working in a diverse, multicultural setting
- Experience with community outreach and event organizing

To Apply:
- Submit the following materials via email to matthew.snyder@sjsu.edu:
- Resume
- Use the subject line "CommUniverCity Project Coordinator Application" in your email.
- Position open until filled.

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