

Intercultural Center: Cultural Event Coordinator (CEC) Job Description



The Intercultural Center is seeking highly dedicated, motivated, team oriented, creative and organized student staff members who are committed to supporting the mission and values of our center. The Cultural Event Coordinator (CEC) serves as both a coordinator of on campus partnerships for cultural heritage months, signature holidays and coordinator of Cultural Night related events. They should be passionate about intergroup dialogue, social justice, event planning, and building community through a variety of events and passive programming. The CEC position will also support the daily operations of the Intercultural Center.

The Cultural Event Coordinator role will provide students with the following transferable skills:

- Management of a community-oriented space for diverse student populations
- Development of strong peer facilitation and public speaking skills
- Effective communication with peers around needs and concerns
- Development of critical thinking skills through effective dialogues and communication styles
- Development of project, management and time management skills
- Ability to practice authentic self-reflection to understand and analyze behaviors, thoughts, values, beliefs, and assumptions of self and communities outside of one's own

Cultural Event Coordinator (CEC) Responsibilities & Expectations

- Host community events and programs around Heritage Months (*i.e. Black History Month/44 Days, Asian Pacific American Heritage, Latinx Heritage Month, Womyn's Herstory Month, Transgender Awareness day, National American Indian Heritage Month*) in collaboration with on campus partners (*MMC, DOC orgs, CCIE sub-committees, Office of Diversity Equity and Inclusion, etc.*)
- Duties in relation to Cultural Night Executive Team Chairs: coordinate set workshops, set practices, rehearsals, food and room set up with the assistance of the IC professional staff,
 - Create advertisement and supportive materials for the advertisement and recruitment for Cultural Night set creators and participants,
- Attend weekly staff meeting, bi-weekly 1:1 meeting with supervisor and monthly all IC staff meetings
- Assist with the setup, registration and logistics of the IC's signature programs: the Diversity Retreat, Diversity Dance, SMC Cultural Night Showcase, and Cultural Graduate Celebrations, etc.
- Support & serve as an IC representative at all times for outreach events and communicate services, programs, and events to students, staff, and faculty
- Assist in managing the daily operations of the IC, including but not limited to: answering and making phone calls, sending and replying to emails, greeting visitors, running campus errands, photocopying, inventory, online research, organizing supplies, etc.
- **Participate in mandatory trainings, starting with a new staff welcome (in late April), and continuing with a late-August training before fall classes begin and over Weekend of Welcome**

- o *Note: All AUGUST training days are fully paid.*
- Immediately report problems and concerns to IC professional staff
- Other duties as assigned

Cultural Event Interns (CEI) Qualifications

- Minimum cumulative GPA of 2.5 and good disciplinary standing
- One or more years of facilitation and/or conflict resolution experience highly preferred
- Trained or willing to be trained in allyship, QPR and other related on-campus professional and leadership training opportunities
- Must be available for all trainings (see above), and **able to work both fall AND spring semesters** (Jan term is also preferred but negotiable)
- Ability to work well under pressure and in ambiguous settings
- Demonstrate commitment to equity, diversity, inclusive community, leadership, and social justice education
- Excellent verbal and written communication skills, including group facilitation/public speaking
- Positive attitude and strong work ethic
- Detail and solutions oriented
- Prioritization and Adaptability
- Punctuality and Time Management
- Demonstrate strong administrative, organizational, and leadership skills
- Overall team-player mentality and ability to work independently
- Federal work study not required but strongly PREFERRED
- **Cannot work as a Resident Advisor, WOWie or SEAL** due to training conflicts. No other campus jobs strongly preferred but negotiable

Work Schedule & Compensation

- On average the Cultural Event Coordinator will work between 6-10 hours per week. Occasional evening and weekend hours are required.
- All IC student staff positions are paid hourly at Level 1 according to the Saint Mary's Student Employee Pay Scale set by Payroll.