



Title: Program Associate - Center for Civic Engagement (CCE)

Immediate supervisor: Director, Center for Civic Engagement

Appointment: Full-time. Appointment is expected to be for one year.

Position summary:

The Program Associate is responsible for supporting staff, students and Kalamazoo-based organizations who participate in the CCE's reciprocal partnerships to promote student learning and "build a more just, equitable, and sustainable community" (Mission Statement). In a fast paced environment, and collaborating closely with all CCE staff, the PA will support student leaders, facilitate CCE partnerships, assist with assessment, marketing and advancement of the CCE and service-learning, and promote civic engagement. Position is open until filled. Interested individuals may visit <https://reason.kzoo.edu/hr/employ/staff/cceassococt15/> to apply.

Responsibilities:

- **Support Student Leaders (Civic Engagement Scholars) and Facilitate CCE Partnerships**
 - Build community among, and guide CESs to effectively facilitate their peers' involvement in co-curricular service-learning partnerships by recruiting, orienting, and supervising K College students
 - Design and lead trainings for CESs that develop skills to lead effective reflection and dialogue about identity, social change, and systemic injustices, and connecting them to the issues that our programs address
 - Enroll all CCE student employees (about 100 per quarter) in Web Time Entry and process their biweekly payroll
 - Manage and organize student applications and background checks;
 - Assist in data collection, management, generate student participation reports, and provide analysis for program assessment
 - Facilitate several Kalamazoo community partnerships: communicate with organization representatives, tailoring and adjusting CES-led programs to their needs, assuring quality of student engagement with each, and assessing impact

- **Assist with Marketing and Advancement of Service-Learning and the CCE**
 - Represent the CCE at events on campus and in the community
 - Collaborate with the Center for International Programs, Arcus Center for Social Justice Leadership and the Center for Career and Professional Development and other relevant departments on shared initiatives
 - Contribute to the CCE's webpage, Facebook and Twitter accounts by developing and posting content, including news, events, and literature
 - Design and update marketing materials: annual report, brochures, bulletin boards, posters, and the like.
 - Help plan, conduct, and assess public events, workshops, talks, panels, etc. that raise awareness of social justice issues.



- **Promote Civic Engagement and Democracy through Work on the 2016 National Elections**
 - Research, event planning, logistics and liaison for Get Out the Vote campaign
- **Other duties as assigned.**
- **Qualifications:**
 - B.A., preferably from Kalamazoo College or other liberal arts college
 - Superior written and verbal communication skills; demonstrated ability to use social media effectively
 - Computer skills, including accurate typing and data entry, ability to apply word processing, database and spreadsheet applications and to use Internet resources. Must be proficient with Microsoft Word and Excel (Access and PowerPoint experience helpful, as is experience with databases, especially Colleague)
 - Experience with community-based learning and student leadership development desired; demonstrated commitment to or desire to learn about community engagement through a social justice lens
 - Demonstrated ability and desire to work collaboratively, as a member of a team, yet able to take initiative
 - Ability and interest to work and communicate effectively with a wide range of community based organizations, and people of different races, genders, sexualities, ages, nations, religious beliefs, political points of view, and experiences
 - Must be highly organized and detail oriented, and able to handle multiple responsibilities in a dynamic environment; promptness and consistency in the workplace are essential.
 - A sense of humor and curiosity, and tolerance of ambiguity
 - Problem solving skills, good judgment and decision-making skills; ability to maintain a high level of confidentiality
 - Physical requirements include ability to work in an office and campus environment with extensive use of computer and telephone; to read, write and handle paper documents; to lift up to twenty pounds and to move between and within various campus buildings
 - A valid driver's license and a driving record in compliance with College driving policies are strongly preferred
 - The position often requires weekend/evening hours, not to exceed 40 hours per week
 - The position requires meetings at off-campus program sites

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MARY JANE UNDERWOOD STRYKER CENTER FOR
CIVIC ENGAGEMENT
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**Kalamazoo College
Kalamazoo, Michigan**

Kalamazoo College is a highly selective nationally known liberal arts college offering an integrated undergraduate experience that weaves a traditional liberal arts curriculum into educational experiences in both domestic and international settings. The campus is located midway between Chicago and Detroit in Kalamazoo, Michigan, a metropolitan community of 225,000 which supports four college and university campuses along with numerous civic arts and cultural associations. Thirty-five miles from Lake Michigan, the area offers many opportunities for outdoor activities.