

- I. **Title: Community Engagement Programmer**
- II. **Description/Scope:**

Plans and develops community outreach events and programs for students.

- I. **Responsibilities**

- a. Connect with community agencies to gauge interest and efforts for collaboration.
- b. Partner with campus organizations who are making similar efforts.
- c. Utilize and collaborate with campus resources such as marketing and reservations.
- d. Organize transportation to events and other logistical aspects of events.
- e. Develop ways to increase engagement of students with off campus opportunities.
- f. Develop agendas and engage in weekly meetings.
- g. Create social media content promoting volunteer opportunities/community events
- h. Recruitment of other engaged students or faculty members to help with projects.
- i. Work effectively in a team setting and contribute to brainstorming.
- j. Develop relationships with off campus venues and organizations.

- II. **Time Commitment**

- a. This position requires 10-15 hours per week during the academic school year, often working evening or weekend events that are planned in advance.
- b. This position requires at least one event or promotional activity per month during the academic year.

- III. **Supervisor**

- a. Reports to the designated program coordinator and campus VISTA member.

- IV. **Pay Rate: \$13.00**

- a. *\*Compensation according to the University Union Wage Guidelines*

- V. **Qualifications**

- a. Successful applicants should have a desire to plan events, to work well with others, can delegate and lead others, and understand the importance of all types of marketing. Students should have an interest in community engagement and service. Students should have experience or desire to engage in civic opportunities. Possess excellent communication and interpersonal skills. Be organized and punctual. Have strong decision-making skills and good judgment. Students should be able to communicate their ideas effectively (written and verbal). Display enthusiasm, creativity, a positive attitude, and a willingness to learn.
- b. Applicants must have completed at least one semester of enrollment at UW-Green Bay or have demonstrated transferrable skills at the college or high school level.
- c. All University Union employees must be enrolled in at least 6 undergraduate or 5 graduate credits per semester while maintaining a minimum cumulative GPA of 2.5