As the Program Coordinator for Heritage it is your job to help support/create programs to highlight heritage months. This includes Hispanic Heritage Month, Native American Heritage Month, Black History Month, Asian Pacific Heritage Month, as well as any other events celebrating the diversity represented at Gettysburg College. All Program Coordinators are expected to promote, participate and assist other PC’s with projects as needed.

Learning Outcomes for PC’s

At the end of the students employment with The Office of Multicultural Engagement students will be able to...

- Communicate effectively with students, staff and faculty about the mission and goals of The Office of Multicultural Engagement
- Facilitate group discussions and trainings topics of intersectionality and social justice issues
- Develop, plan and execute educational programming to enhance the campus communities cultural competency
- Manage mid-level events for the campus and greater Gettysburg Community.
- Create co-curricular programming opportunities for students on and off campus

Expectations:

- Support The Office for Multicultural Engagement’s mission and goals and the College Life Division
- Comfortable working with students and other offices in the execution of programs/events
- Be creative
- Organized and able to pay attention to details
- Enthusiastic and a team player
- Possess a strong academic record; candidates currently on academic or conduct probation may not be considered. GPA no lower than 2.5
- Willing to work independently at times
- Willing to learn and grow through the position!

Responsibilities of the Heritage chair:

- Plan, coordinate, and attend OME Heritage events and those supported by the office
- Lead and facilitate any relevant workshops/discussion groups
- Coordinate arrangements for events (e.g. schedule spaces in 25Live, catering request, hotel reservations, transportation, and so forth)
- Complete an Program Reflection Report after each event
• Communicate with the Marketing PC to have event information posted in a timely manner
• Promote events on campus through posters, social media, and the digest
• Participate in the following “All Hands on Deck” events:
  o Training & First-Year Pre-Orientations (mandatory)
  o Biweekly Full Staff Meetings, and weekly one-on-one meetings with the Director (mandatory)
  o Tables at Student Activities Fair/ Get Acquainted Day Activities Fair/ CUB Tables (mandatory)
  o Annual Welcome Back Bar-B-Que, End of Semester Fall Event, End of Year Annual Banquet

OME Program Coordinators report to the Director of Multicultural Engagement, and are paid at an hourly rate of $7.50. You will work 7.5 hours per week (includes bi-weekly staff meetings and bi-weekly individual meetings)