Off-Campus & Community Engagement: Program Coordinator
Job Description

The Off-Campus Program Coordinator will help in the creation of off-campus trips, establish partnerships with local community groups, and colleges in the surrounding area. Off-campus events will include educational trips (museums and conferences), as well as social (paint ball, movies, bowling). The development of partnerships will include community service opportunities in the local community and communication with community members about on-campus events. A communications list will be created for surrounding institutions to be aware of programs and events on their respective campuses that students are able to attend. 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 and College Life Division
- 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 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
- 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 will 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 Off-Campus & Community Engagement:

- Plan, coordinate, and attend off-campus trips and community events
- 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-Orientation (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)