

San José State University Research Foundation

Position: Community Outreach Program
Coordinator

DEPARTMENT: CommUniverCity SJSU

**IMMEDIATE
SUPERVISOR:** Executive Director

POSTING DATE: April 25, 2022

SALARY: \$23.00 - \$25.00 per hour, DOQ/E

EXEMPT STATUS: Non-Exempt, Part-time (75% FTE), Benefited.

GENERAL NATURE OF POSITION

CommUniverCity SJSU is a public-private partnership based at SJSU. Our mission is to improve community connections, health, and educational opportunities in Central San José focusing on low-income neighborhoods. CommUniverCity SJSU works with faculty, students, and community partners to create and sustain meaningful course-based community learning projects and to encourage civic engagement of students while supporting relationship-building among residents. CommUniverCity's community outreach program coordinator reports directly to the executive director and supports all organizational community-based activities in CommUniverCity's service area.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Represent CommUniverCity in Central San José neighborhood and community meetings and maintain effective communications with community groups, including neighborhood associations, parent-teacher groups, school administration, faith-based institutions, business associations and other neighborhood-based grassroots organization.
2. Secure community project partners for CommUniverCity projects.
3. Assist CommUniverCity's executive director with reporting for contracts and grants.
4. Generate ideas for new projects and partnerships.
5. Assist with management of organizational meetings, provide regular monitoring and support of project reports, analyze post-project data to determine project impacts, support completion of other organizational documents.
6. Assist with CommUniverCity project execution as necessary; provide quality assurance and oversight of CommUniverCity community-based projects.
7. Provide translation (Spanish /English) for important documents (e.g., presentations, community events, promotional flyers, reports) and at events as needed.
8. Assist with the hiring, mentoring, and supervision of CommUniverCity's project coordinators and other staff.
9. Engage in community outreach.

10. Support the community director with community outreach related to CommUniverCity's community events.
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INTERPERSONAL CONTACTS

Directly reports to the executive director.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

Education and Experience

- B.A. or B.S. degree in related field preferred (e.g., Political Science, Communications, Public Relations, Chicana/o Studies, Justice Studies, Social Work, Education, Business, Sociology).
- At least one year of administrative experience in an academic or non-profit organization.
- Professional experience working with wide variety of community groups managing complex multi-stakeholder projects and balancing priorities.

Knowledge, Skills, Abilities Required

- Excellent strategic, presentation, verbal, written communication skills.
- Demonstrated ability to effectively plan and manage projects and people.
- Bi-lingual (Spanish and English) skills.
- Ability to work independently.
- Demonstrated interest in working with culturally diverse and underserved populations.
- Demonstrated professional experience working effectively in a team setting.
- Ability to use standard word processing and spreadsheet software, the suite of Google Cloud office tools (e.g., Docs, Sheets, and Forms), general familiarity and proficiency with database management, video conferencing software, social media platforms.

Physical Requirements

- Must be able to operate general office equipment.
- Must be able to sit for extended periods of time.
- Some physical labor might be required, must be able to lift a minimum 30lbs.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.

NOTE: This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

BENEFITS

The San José State University Research Foundation (SJSURF) provides excellent benefits package to benefited employees. **The comprehensive benefit package includes:**

- a) Nine company subsidized CalPERS health insurance plans to choose from (employee contributions differ according to plan and level of coverage).
- b) Employer paid dental and vision for both employee and eligible dependents.
- c) Life, AD&D, LTD with supplemental coverage opportunities.
- d) 14 paid federal & state holidays.
- e) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component, which vests immediately.
- f) Vacation hour accruals and separate sick hour accumulations.
- g) Employee discounts.

Please visit the [Benefits & Compensation page](#) on the SJSU Research Foundation website for more detailed information.

COVID-19 VACCINATION POLICY

As required by the CSU Vaccination Policy, all new hires must be fully vaccinated against COVID-19 starting on September 30, 2021. Fully vaccinated means it has been 14 days after the second dose of the Pfizer or Moderna vaccine has been given, or it has been 14 days after the one dose of the J&J vaccine has been given. Additionally all employees are required to have booster shots and provide proof to SJSU by 02/28/2022 or after the six months from the final dose of the original vaccination, whichever is later. Proof of being fully vaccinated does not need to be disclosed until a job offer has been made, and proof must be submitted after the acceptance of the job offer. New hires may request a reasonable accommodation of the COVID-19 vaccination requirement based on medical or religious reasons. New hires must submit their request for an accommodation form after they accept the job offer, and before their scheduled start date. The reasonable accommodation provided to the employee, if any, will depend on the employee's job and the applicable facts, but it may include weekly COVID-19 testing. New hires who do not submit, before their scheduled start date, proof of being fully vaccinated or a request for reasonable accommodation will have their job offer revoked.

APPLICATION PROCEDURE

To apply for this position, an applicant must submit a formal application for employment, as well as a resume, and a cover letter. The formal employment application is located on the SJSURF website on the [Forms page](#). **All candidates must submit their application materials to foundation-jobs@sjsu.edu. Please add COP COO to the subject line of the email.**

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.

REASONABLE ACCOMODATION

The San José State University Research Foundation (SJSURF) is committed to providing access, equal opportunity, and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during

the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information.

ABOUT THE SJSU RESEARCH FOUNDATION

SJSURF employment is separate and distinct from San José State University or state of California employment. SJSURF employees are not employees of SJSU or of the state of California.

SJSURF is a non-profit auxiliary of San José State University. SJSURF is totally self-supported. The majority of the organization's funding comes from the federal government, and other public and private entities. With annual revenues totaling over \$65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SJSURF is an equal opportunity employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.