Issue Based Organizers serve as liaisons between the campus and local community organizations fostering a lifelong commitment to service in themselves and others. The work involved is geared towards increasing the capacity of community organizations and building strong sustainable community partnerships. This is carried out by connecting organizations with student volunteers and college resources as well as bringing organizational expertise to campus through educational programming. Further enhancing partnerships, organizers spend two hours per week off-campus at an emerging or current partner to advance programming and the partnership.

All Issue Based Organizers share the same basic job responsibilities. For details about Issue Areas, see Issue Based Opportunities.

Responsibilities

Develop and maintain positive relationships between the campus and community partners
- Contact community partners (in person or via phone) at the beginning of the semester
- Follow up after Taste of Service to talk about potential opportunities
- Work with Student Leadership Coordinator & Program Coordinators to visit sites
- Coordinate information sessions on campus for students interested in volunteering with specific community partners
- Maintain communication throughout the year- update volunteer opportunities and respond to emails from partners; trouble-shoot and problem-solve as necessary w/ Student Leadership Coordinator and Program Coordinators
- Plan for recognition of volunteers’ efforts
- Recruit and develop Program Coordinators and Program Coordinator Sites

Lead campus efforts in educating the campus and community about your specific issue:

A) Facilitate collaboration on campus between interested and/or involved parties in your issue area (including other Issue Areas, student orgs related to your issue, academic departments, International Center, Residential Life, and Athletics)
- Attend student organization meetings as a CEC liaison
- Get on relevant listservs to stay “in the loop” with other organizations and depts.
- Keep records of events and opportunities to share with CEC colleagues
- Create and maintain an email listserv
- Be available in CEC during office hours

B) Plan education and awareness events around your specific issue
- Plan one major programming event (Hunger and Homelessness Week, Earth Week)
- Communicate opportunities or events across campus related to your area issue
- Incorporate meaningful reflection activities into events
Responsibilities - continued

Assist in general CEC office tasks to further the actions of the CEC as a whole
- Set up and maintain regular office hours in the CEC
- Check-in with office staff at the beginning of each shift to see what work needs to be done (may include updating organization files, answering phones, assisting walk-in students, database upkeep, etc)
- Meet with a staff supervisor weekly
- Attend staff meetings and Leaders in Service trainings

Spend 2 hours per week off-campus working at a specific site
- This may be a new site where we are trying to develop a relationship
- This may also be a site that is in need of more personal attention from a coordinator

Benefits

On-Going Training
- Monthly Leaders in Service dinner
- Fall pre-semester and spring retreats
- Support from CEC staff

Skill Building
- Leadership & Mentoring
- Communication
- Organization
- Recruitment
- Relationship Building & Collaboration
- Program Development & Coordination
- Expertise in the issue area
- Transferable job skills

Time
- 8-10 per week, depending on financial aid award.
- Required Staff Meetings & Trainings: 2nd and 4th Tuesday of each month from 11:30-1.
- Retreats: During orientation, January and April. Required participation in the Fall and Mid-Year Retreat
- One academic year preferred, semester on special arrangement only

Qualifications
- Interest and experience in the issue area
- Strong communication and organizational skills
- Detail-oriented
- Self-motivated and a demonstrated initiative to create and complete projects on own or with minimal direction
- Proven record working in a team environment
- Desire to connect with other Macalester students and get them interested in working in the community
- Supportive of the civic engagement philosophy and comfortable educating peers about issues related to work in the community