ACT Service Lead

Department Description
Achieving Community Transformation (ACT) is supported by the Office of Community Based learning and Research (CBLR) in the Student Success Center (UW1). CBLR supports the University of Washington Bothell in its mission to be a "transformational learning community," and to "serve as a catalyst to enhance quality of life throughout our region" while fostering a "dynamic community of multicultural learning."

ACT Mission Statement
Achieving Community Transformation (ACT) initiates and supports an ongoing dialogue with internal and external organizations to provide opportunities for service, civic engagement, and social justice based on cultivating passion and the understanding of student and community needs.

Diversity Statement
At the University of Washington, diversity is integral to excellence. We value and honor diverse experiences and perspectives, strive to create welcoming and respectful learning environments, and promote access, opportunity, and justice for all.

Job Hours and Pay Rate
Time: 12 – 14 hours a week (depending on SAF funding) including some weekend work
Pay: $16/hour
GPA: Minimum 2.7
Duration: September 3rd 2019 through May 29th 2020
Supervisor: ACT Program Coordinator, CBLR, Shauniece Drayton, sad23@uw.edu

Position Overview
Achieving Community Transformation (ACT) Leads - These student positions work as a team to promote and aid in creating a campus climate and culture of service-learning, civic engagement and social justice. These students will each plan events, programs, and service/civic engagement projects related to ACT’s mission over the academic year. These could include but are not limited to MLK Programming, Alternative Spring Break, Earth Day Events, Equity Workshops, Health Fair, Voter Registration, Post Graduate Service Panel, and community benefit drives (such as food, clothing,
books) etc. In planning these service and civic engagement events, ACT leads will collaborate with community organizations in the local and greater Seattle area, in addition to internal departments/organizations at UW Bothell and Cascadia College. ACT leads will also conduct site leader trainings, lead committee meetings, and facilitate reflection activities for other students.

Being an ACT Service Lead is a commitment for the full academic year, with an average of 12-14 hours per week. Hours can fluctuate; during peak programming times hours may exceed 14 hours, but during slower programming times hours will not exceed 12. Team and individual meetings will be held on a weekly basis. Those selected for this position will have extensive training (September, pre-fall) so ACT Service Leads will be prepared to complete their duties and responsibilities successfully.

Responsibilities
- Plan and facilitate monthly service and civic engagement programs both large and small scale
- Update ACT Facebook and Instagram page and use it to communicate to students regularly
- Actively market ACT programs via social media, shared newsletter, flyers, tabling and word of mouth
- Attend weekly ACT team meetings and individual meetings with ACT advisor
- Attend CBLR quarterly team meetings
- Create and evaluate learning outcomes for each program/activity use learning outcomes to create post surveys
- Promote and encourage a culture of civic engagement at UW Bothell
- Recruit and train student site leaders (ASB)
- Organize and lead committee meetings (MLK Programming & ASB)
- Develop partnerships with community organizations, coordinate/communicate with these organizations to plan service events on and off campus
- Utilize Orgsync and Google drive to track registration for events
- Track and archive data and information on events including budgets, attendance records, surveys, etc.
- Complete annual SAF proposal for the following academic year & attend SAF hearing
- Take part in the ACT interview process for new members (spring)
- Support partner recognition event in spring quarter
- Complete additional duties as determined by ACT and ACT Advisor
Minimum Qualifications

- Currently enrolled UW Bothell student (6 credits or more)
- 2.7 GPA
- Strong oral and written communication skills
- Committed to serving the mission of ACT and community engagement at UW Bothell
- Positive, collaborative team attitude and customer service orientation
- Ability to actively listen and empathize with others
- Must be reliable, responsible, flexible, willing to help and take initiative
- Be in good standing with the University and never break any student conduct code violations
- Must be available for pre-fall training in September and additional trainings throughout the academic year
- Be available for some weekend work (service projects for MLK, ASB and/or conferences)
- Be available to work over winter and spring break
- Contribute professionally and respectfully to our diverse and inclusive work environment

Learning Competencies

- Interpersonal skills and building relationships with internal/external organizations
- Develop strong leadership and effective written and oral communication skills
- Time management and the ability to plan, organize, and prioritize work
- Increased self-awareness and cultural humility
- Through this position you will receive training undoing institutional racism (The People’s Institute), etc.

Application Instructions

- Please visit the ACT website for application instructions, application is available online via interfolio: http://apply.interfolio.com/61794
- Resume required.
- We strongly encourage applicants to visit Career Services to prepare and review their resume and cover letter, as well as conduct a mock interview.

APPLICATION DEADLINE: April 14th, 2019

If you have any questions please email Shauniece Drayton, ACT Advisor at sad23@uw.edu.