ACT Service Lead (2020-2021)

Department Description
Achieving Community Transformation (ACT) is structurally located under 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: $16.39/hour
GPA: Minimum 2.7
Duration: September 1st 2020 through May 31st 2021
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 plan events, programs, and service projects related to ACT’s mission over the academic year. These could include, Voter Registration, MLK Programming, Alternative Spring Break, Earth Day Programming, Equity Workshops, Post Graduate Service Panel, and community benefit drives (such as food, clothing) 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

- Update ACT Facebook and Instagram page and use it to communicate to students regularly and actively
- Work on monthly CBLR/ACT newsletter
- Attend weekly ACT team meetings and individual meetings with ACT advisor
- Promote and market service engagement opportunities to students
- Create and evaluate learning outcomes for each program or activity
- Create post-service/engagement surveys
- Facilitate programs and activities of a diverse nature to encourage a culture of service at UW Bothell
- Recruit and train student site leaders (ASB)
- Organize and lead committee meetings (MLK & ASB)
- Develop relationships with community organizations, coordinate/communicate with these organizations to plan service events on and off campus
- Develop mutually beneficial relationships with on-campus organizations and clubs to promote ACT and provide larger outreach
- Act as a resource for off campus organizations that may reach out for partnerships
- Plan major service and civic engagement events (MLK & ASB)
- Track and archive information on events including budgets, attendance records, surveys, etc.
- Actively seek input from the student body to determine needs and advocate for improved service experiences
- Complete annual SAF proposal for the following academic year & attend SAF hearing
- Take part in the ACT interview process for new members (spring)
- Complete additional duties as determined by ACT and ACT Advisor
Minimum Qualifications

- Currently enrolled as UW Bothell student (6+ credits)
- 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, training over winter break 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
- Graphic design skills/knowledge preferred but not required

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 competency

Application Instructions

- Please visit the ACT website for application instructions, application is available online via interfolio.
- A resume is required. Additional application materials may be 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 17th, 2020 by 2pm

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