TERM OF ASSIGNMENT: Immediately to June 30, 2019  
HOURS PER WEEK: 20  
COMPENSATION: $15.00-17.00 per hour, depending upon qualifications and student status  
SUPERVISOR: Prof. Katherine Cushing, Executive Director  

ABOUT COMMUNIVERCITY  
The mission of the CommUniverCity is to build great neighborhoods in Central San Jose. We are a public-private partnership housed on the SJSU campus and in the community comprised of SJSU faculty and students, the City of San Jose, and Central San Jose residents and community-based organizations. Every year we spearhead 40 to 50 projects involving SJSU faculty and students in courses they teach working on applied projects with schools, neighborhood associations, and local businesses. Our work addresses critical community priorities that include resident leadership development, poverty, food insecurity, and enhancing STEM education in neighborhood schools.  

WHY WORK WITH US?  
CommUniverCity is SJSU’s flagship organization for community based learning. Our work is consistently recognized at the local, state, and national level as model for promoting community building, civic engagement, and service learning. This position is ideal for an advanced SJSU student who want to be a champion for low-income communities in San Jose while adding great writing pieces and high-level transferable skills to their professional portfolio.  

RESPONSIBILITIES  
The main job of the Specialist is to help document and promote the work of CommUniverCity-affiliated students, faculty, staff, and partners to external and internal stakeholders. Using multiple platforms (print, web, media, etc.) the Specialist helps tell compelling CommUniverCity stories to further the organization’s goals of promoting community health and environmental protection, fostering a college-going culture, and improving neighborhood infrastructure. Working with the Executive Director and the Graphic Designer your work will inform and inspire our audiences and to take part in making San Jose a vibrant and engaging place to live, study, and work.  

PRIMARY DUTIES  
• External communications  
  • Curate and maintain CommUniverCity’s website  
  • Schedule, write, and edit blog posts (2-4 per month)  
  • Support presentation development for Steering Committee meetings
RESPONSIBILITIES (continued)

• Promote press coverage at CommUniverCity events at the university and city level
• Produce monthly newsletter
• Maintain CommUniverCity’s events calendar
• Work with Graphic Designer to produce event flyers and programs
• Develop marketing and branding strategies
• Produce CommUniverCity’s Annual Report (available at http://cucsj.org/communivercity-annual-report/)

• Event and Office Support
  • Assist with logistics for community engagement events as needed (e.g., help at registration; photograph major events)
  • Oversee CommUniverCity’s shared AV equipment

QUALIFICATIONS

Upper division standing or graduate enrollment at SJSU in an accredited undergraduate or graduate program is required. Juniors, Seniors and graduate students majoring in Journalism, Public Relations, English, Linguistics, Communication Studies, Urban and Regional Planning, Applied Anthropology and related fields are encouraged to apply. Additional skills and experience desired for the position are the following:

• Excellent communication (oral and written) and presentation skills
• Experience with copywriting and editing
• Previous paid professional writing experience
• Experience in web design and content production; WordPress proficiency a plus
• Working knowledge of MS Office; photo and video-editing software is an asset
• Strong project management abilities
• Ability to work independently and direct the work of others
• Familiarity with Adobe Creative Suite tools
• Proficient command of English

HOW TO APPLY

Send a cover letter, resume, and two writing pieces by August 15 to Professor Katherine Cushing (katherine.cushing@sjedu.edu, 408-924-6951).