JOB TITLE: PROJECT COORDINATOR  
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 enhancing their leadership, project management, and communication skills.  

RESPONSIBILITIES  
The main job of the Project Coordinator is to support the design and implementation of community-engaged learning projects in CommUniverCity’s service area. Project coordinators connect faculty and students in their classes to community organizations such as elementary schools, small businesses, neighborhood associations, and city departments. For example, they help organize class guest lectures, student site visits, data collection, focus groups, and door-to-door surveys. Just as importantly, they help assess the impacts of service learning projects on the community and on SJSU students. Being a Project Coordinator for CommUniverCity means joining a team of high-energy, social justice-oriented staff to improve civic life for moderate to low-income residents of Central San Jose.
REQUIRED QUALIFICATIONS:

• Student in good standing at SJSU.
• Professional experience working in self-directed, high initiative-low supervision environments.
• Strong organizational and time management skills.
• Excellent oral, written, and interpersonal communication skills.
• High level of professionalism and attention to detail.
• Experience working in a diverse, multi-cultural setting.
• Experience with community outreach, organizing, planning and development.
• Availability to work on some evenings and weekends as needed.
• Ability to work collaboratively in a team setting.
• Valid California driver’s license.

DESIRED QUALIFICATIONS:

• Bilingual fluency in English and Spanish.
• Event planning experience.
• Detailed knowledge of issues affecting urban low-income communities and/or communities of color.

To learn more about CommUniverCity please visit cucsj.org. To Apply: Submit the following materials by August 15, 2018 to katherine.cushing@sjsu.edu. Round 1 interviews will take place Wednesday, August 8, 2018.

• Statement of intent or cover letter outlining why you possess the qualifications, experience, passion and drive to become a Project Coordinator for CommUniverCity.
• Resume or CV.
• Names and contact information (phone numbers and email addresses) for 3 references (work and/or academic), and your permission to contact them.