2021-2022 CCCE Communications Fellow Positions

Job Title: CCCE Communications Fellow Position
Classification: Student Worker (non-exempt)
Name and Address of Employer: Carleton College, One North College Street, Northfield, MN 55057

Department/Office: Center for Community and Civic Engagement
Address of where duties are performed: Sayles-Hill 151 and on campus
Supervisor: Melissa Thomas, Operations Coordinator
Alternate Supervisor: Creighton Brown, Student Experience Manager
Rate of Pay: $11.50 for 2021-2022 academic year
Dates this position is active: Academic Year 2021-2022: September 15, 2021 - June 6, 2022

CCCE General Fellow Position Description

Student Fellows in the Center for Community and Civic Engagement (CCCE) support the work and daily operations of the CCCE in many ways. Fellows work both independently and collaboratively, and serve the Carleton campus as Peer Leaders who model the possibilities of lasting social change through equitable engagement.

Fellows are both directly and indirectly involved with ongoing support of the many programs the CCCE coordinates with off-campus community partners. Fellows oversee the work of volunteers and student Program Directors for programs within their respective focus areas, helping to maintain high quality programming for multiple off-campus communities with whom Carls volunteer. Fellows also support programs in their respective focus areas by occasionally working off-campus at program sites, mainly in the greater Northfield and Faribault area.

In addition to direct and indirect program support, Fellows also help to promote community and civic engagement events on campus and in Rice County Communities. Events range from speakers and professional development to films and political candidate forums.

Fellows help make the CCCE a lively and vital academic center for the Carleton campus, supporting Academic Civic Engagement (ACE) courses and the faculty leading them. Fellows help support the logistics of reciprocal and respectful academic partnerships with off-campus communities by building, developing, and maintaining working relationships of mutual benefit.

Finally, Fellows are available during weekly office hours, meeting with both scheduled and drop-in visitors to answer questions about involvement and engagement, matching volunteers with programs, and maintaining the records of CCCE programs and services.

Preference given to students available 10 hours/week.
Students with Spanish or Somali language skills are encouraged to apply.

- **Communications** coordinates the publicity and marketing of programs, emerging opportunities, community-engaged speakers, and other events as well as publishes the CCCE newsletter each term.

**Examples of Specific Duties - Communications, Publicity, and Org Support Fellows**

1. Update and maintain the CCCE web page.
2. Coordinate the CCCE newsletter every term.
3. Write content for CCCE website and newsletter, including short and feature-length news articles.
4. Create and maintain content for CCCE Social Media.
5. Create marketing design and language to promote CCCE programs.
6. Assist with publicity for service and civic engagement opportunities and help PDs recruit volunteers.
7. Coordinate photographic documentation for CCCE events and programs.
8. Create impactful, eye-catching posters/publicity campaigns.
9. Assist professional staff with transportation logistics, budgeting, and expenses related to CCCE programs and services.

If Interested, submit your resume and statement of interest to Melissa Thomas, Operations Coordinator, in the Center for Community and Civic Engagement at mthomas@carleton.edu.