

Civic Engagement & Volunteerism Office



EASTERN ILLINOIS UNIVERSITY™

Community Partnership Coordinator Graduate Assistant Position Description

Contract: 12 Month, June 1, 2017-June 1, 2018
Hours/Week: 20 hours a week during the academic year and 15 hours from mid-May to mid-August

Civic Engagement and Volunteerism primary focus is to engage and inspire our campus community to become engaged with meaningful service/volunteer opportunities in our community. Last year our students gave over 130,000 hours of service. We need to make sure our opportunities are relevant to their interests and educational goals, and help them learn they can change the world for the better by volunteering.

We are looking for a Graduate Assistant who can be an extension of our leadership team in and outside of our office, who can thrive in a busy ever changing environment, and be a cheerful problem solver. Our office is constantly planning upcoming events, recruiting volunteers, supporting students' needs and inquiries, and connecting with community partners.

Assist with Event Planning/Implementation

- Brainstorm potential service projects and special events
- Assist with ALL aspects of planning events for up to 1300 students (budgeting, marketing, contract management, faculty/staff engagement, day of event leadership) including events such as Jumpstart, Make a Difference Day, MLK Day of Service, and Panther Service Day
- Serve as a liaison between local agencies to identify, plan and coordinate events
- Lead daily/weekly/monthly events independently

PAWS for a Cause Coordinator

- Act as the main point of contact for CEVO and all Residence Halls, and connect each hall with a local organization that they are passionate or interested in supporting
- Coordinate at least one service opportunity per semester for the Residence Hall to participate in with their community partner
- Have bi-monthly communication with leadership from each Residence Hall

Ashmore Mentoring Program

- Find various students groups (Greek, RSO, or interested students) to provide programing a minimum of once a month for the AMP program
- Recruit groups and maintain a schedule for new programing ideas

Summer Meal Program

- Act as the lead staff member to coordinate pickup and delivery of food Monday-Thursday for the Summer Meal Program
- Maintain accurate compliance with all grant and Health Department expectations
- Effectively market the program to increase participation

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Collaborate on Meet and Greet Project

- Benchmark town-gown initiatives from other universities
- Prepare all materials needed to hand out to our neighbors
- Coordinate and invite leadership from Charleston, Campus and Student Government to assist with the Good Neighbor program
- Attend monthly Alcohol Coalition meetings

Take the Lake Coordinator

- Plan and oversee the Take the Lake event as part of Welcome Weekend
- Ensure we have interesting and fun activities for students to participate with
- Coordinate with New Student and Family Programs to ensure appropriate Marketing
- Coordinate with city partners (the City of Charleston, the Boy Scouts) for activities

Make a Difference Day during Family Weekend

- Plan, market, and oversee service opportunities for our students and their families as part of Family Weekend (one on campus indirect service project and one off campus event)
- Attend planning meetings for Family Weekend
- Thank our students and their families for volunteering after the event

One Stop Community Christmas

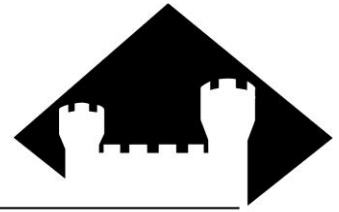
- Take the lead on all social media outlets for One Stop Community Christmas to engage and educate the community (both clients and business partners)
- Assist with training committee members on registering families for One Stop Community Christmas
- Ensure that we have food donations for the 700 volunteers for the day of the event
- Create a sponsorship strategy to entice and engage our community partners to increase involvement
- Coordinate the October Socktober effort to obtain sock donations and November's Brush and Flush toiletries effort.

Other duties as assigned

For additional information on how to apply for this graduate assistantship, please visit or contact:

Beth Gillespie, Interim Director
Crystal Brown, Assistant Director
Civic Engagement and Volunteerism
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