

**Center for Community and Civic Engagement
2020-2021 CCCE Fellow Positions**

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 partners. Fellows oversee the work of volunteers and student Program Directors for programs within their respective focus areas, helping 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 in 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 the broader Northfield community. Events range from speakers and trainings 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 the off-campus community 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.

CCCE Focus Areas:

- Academic Civic Engagement (ACE)
- Education
- Environmental Systems
- Health and Wellbeing
- Peace and Conflict

Distinct Fellow Positions within CCCE:

- ACE Fellow
- Co-curricular Fellows
 - Education

- Environmental Systems
- Health and Wellbeing
- Peace and Conflict
- Communication, Publicity, and Org Support

Examples of Specific Duties - ACE Fellows

1. Contribute to assessment of CCCE programs and ACE courses, including creating, distributing and analysing survey results.
2. Support relevant ACE courses including:
 - a. Serving as an ACE TA for courses
 - b. Presenting about ACE to courses
 - c. Managing traveling logistics
 - d. Meeting with student groups within courses to facilitate reflective discussions about ACE
 - e. Address questions or concerns that arise during projects
3. Create articles and content for CCCE website, documents, and newsletter regarding ACE projects and initiatives
4. Work on assessment of ACE courses, including creating, distributing and analysing surveys
5. Support the ACE program and director with other projects emerging from ACE courses and endeavours, think about how we can make ACE accessible, brainstorm potential projects

Examples of Specific Duties - Co-Curricular Focus Area Fellows:

1. Support program development within an assigned focus area.
2. Orient new Program Directors within an assigned focus area.
3. Check in with PDs throughout each academic term, visit programs, problem-solve as situations arise, and oversee the tracking of volunteer hours for programs.
4. Support the recruitment and retention of student volunteers for all CCCE programs.
5. Collaborate with partners on and off campus, gathering feedback on each related program throughout the year.
6. Assist with event, meeting and workshop planning (including logistics) for CCCE.
7. Assist with communications and outreach for assigned focus area, including creating articles and content for CCCE website, documents, and newsletter.
8. Maintain individual program documentation in Google Team Drive and Dropbox within focus area.
9. Collaborate with other CCCE Fellows and Professional Staff on daily projects as needed.
10. Update website, focus area handouts and Google Groups permissions for programs.
11. Participate in cohort meetings as needed with other Fellows and Professional Staff aligned with assigned focus area.

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. Maintain CCCE Facebook page and Twitter account.
5. Participate in the Communications Cohort.
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.