

Marketing Manager

Creates and maintains SCCAP's promotional materials and keeps the University community informed about SCCAP programs and events. Designs and maintains SCCAP's website, social media, and email. Compiles event information and makes it accessible to the greater university community.

Principle Duties and Responsibilities

A. Specific Duties

1. Creates and sends the weekly SCCAP email to the SCU student body
2. Along with the Director and Associate Director, keeps administration, faculty, staff, and other student organizations informed of SCCAP events and programs.
3. Responsible for upkeep of SCCAP's website, social media accounts, and email account
4. Maintain an active social media presence for SCCAP by promoting SCCAP's own marketing, alongside supporting other happenings around campus.
5. Assists Program Coordinators in designing promotional materials that are up-to-date with program information.
6. Participates weekly in the SCCAP Staff Support Team meetings and assists in the planning of quarterly staff retreats.

C. Time Requirements

1. SST meetings (1 hr/week)
2. All Staff meetings (1 hr/week)
3. Office hours (1 hr/week)
4. Major SCCAP events which include but are not limited to: Retreats once a quarter (weekend of week 4), Slut Walk, Rainbow Prom, Drag Show, and SCCAP Fair.
5. An effort and expectation to attend events outside of SCCAP which include but are not limited to: Diversity Forum, MCC collaboration events, OML & RRC events, events held by other SCCAPers, and other large-scale collaborative events.

Office & Program Assessment Manager

Maintains the functionality of the SCCAP office and accurate data relating to SCCAP programs and events, supports any daily operations such as coordinating use of CSI vans, and serves as a resource for staff. Responsible for data collection and analysis relating to volunteer numbers, events, and other requested information, and assesses and provides feedback on programs and community partners within SCCAP.

Principle Duties and Responsibilities

1. Maintains office organization, cleanliness, supplies, and snacks. Works with Advisor and Budget Manager for any office-related issues & needs.
2. Coordinates the record keeping of SCCAP volunteer hours, working with the Department and Program Coordinators to ensure all hours are recorded accurately and in a timely manner.
3. Tracks staff attendance at All-Staff and mandatory SCCAP functions. Follows-up with absent staff, and reports to Director and Associate Director with recurring attendance issues.
4. Prepares quarterly reports regarding SCCAP volunteer and event numbers for SCCAP staff.
5. Leads staff reflections quarterly at All-Staff Meetings and at retreats.
6. Plans and hosts bonding events for SCCAP staff.
7. Works with the Center for Student Involvement Director for CSI van usage and maintenance.
8. Participates weekly in the SCCAP Staff Support Team meetings and assists in the planning of quarterly staff retreats.

C. Time Requirements

1. SST meetings (1 hr/week)
2. All Staff meetings (1 hr/week)
3. Office hours (1 hr/week)
4. Major SCCAP events which include but are not limited to: Retreats once a quarter (weekend of week 4), Slut Walk, Rainbow Prom, Drag Show, and SCCAP Fair.
5. An effort and expectation to attend events outside of SCCAP which include but are not limited to: Diversity Forum, MCC collaboration events, OML & RRC events, events held by other SCCAPers, and other large-scale collaborative events.

Program Coordinator (20 positions total, 5 currently open)

Serve as a coordinator for one of SCCAP's programs, either working with an off-campus community partner or an on-campus issue. Recruits, trains, and maintains student volunteers. Contributes to the mission and vision of SCCAP.

Principle Duties and Responsibilities

1. Responsible for planning and executing a weekly volunteer or educational opportunity for their program.
2. Responsible for recruiting, training, and scheduling volunteers in conjunction with their community partner.
3. Ensures a positive volunteer experience.
4. Communicates and maintains a positive, working relationship with their community partner to ensure that the needs of both the organization and the volunteers are being met.
5. In conjunction with the rest of their department, helps plan and execute quarterly educational events on campus.
6. Reports volunteer numbers to Office & Program Assessment Manager.

C. Time Requirements

1. All Staff meetings (1 hr/week)
2. Department meetings (1hr/week)
3. Office hours (1hr/week)
4. Program hours (dependent on community partner, minimum of 1hr/wk)
5. Major SCCAP events which include but are not limited to: Retreats once a quarter (weekend of week 4), Slut Walk, Rainbow Prom, Drag Show, and SCCAP Fair.
6. An effort and expectation to attend events outside of SCCAP which include but are not limited to: Diversity Forum, MCC collaboration events, OML & RRC events, events held by other SCCAPers, and other large-scale collaborative events.

Current Open Program Coordinator Positions & Descriptions

Education & Mentoring:

The E&M Department focuses on education and an awareness of the social issues that surround it. The central task of the E&M department is to implant a deeper understanding and appreciation of the importance of education. Volunteers become skilled at teaching and mentoring students, encouraging students to develop their minds and prepare students for the challenges they will face. The overall objective is to leave children and teens capable of achieving the educational goals that they set for themselves. The E&M department spreads awareness about the importance, value, and right that everyone has to an education.

- *Upcoming Program - looking for a new community partner*

Neighborhood Perspectives

The NP Department centers on issues surrounding housing, food security, and safety. NP programs offer opportunities for volunteers to interact and build relationships with people living and engaging with transitional housing, community shelters, and the streets. The NP Department provides the necessary framework and opportunity for students to learn about structural issues that influence housing as a system.

- *Second Harvest:* Second Harvest Food Bank provides healthy food to 450,000 people per month. Volunteers will sort and package food that will later be packaged and delivered to our neighbors in Silicon Valley.

On Campus Advocacy

The OCA Department focuses on the education and advocacy of certain marginalized groups on campus. The general issue among the OCA Department is a focus on human respect and equality, highlighting the dignity of marginalized groups and empowering them through advocating for structural change at SCU. The OCA Department hosts Drag Show, Slut Walk, and Rainbow Prom annually for the SCU community.

- *ESL:* English as a Second Language (ESL) provides student-led English mentoring sessions to SCU's on-campus workers. Student volunteers must be proficient in Spanish.
- *Feminists for Justice:* Hosts events and advocacy campaigns on issues related to or intersecting with feminism. Organizes and hosts Slut Walk every year in April, which is centered on creating education and awareness about sexual assault and the intersectionality between gender and sexuality, raising BIPOC, women, and LGBTQ+ voices.
- *Labor Advocacy:* Dedicated to connecting with and advocating for SCU's auxiliary workers (Bon Appetit, ABLE, etc) and adjunct faculty/lecturers)