PROGRAM COORDINATOR
DORNSIFE CENTER FOR COMMUNITY ENGAGEMENT
FULL-TIME 12 MONTHS
STUDENT LIFE DIVISION
HIRING RANGE: $15.39 TO $16.30 PER HOUR

FUNCTION:
Reporting to the Director of the Dornsife Center for Community Engagement, the Coordinator provides organization and oversight of academic Service-Learning programs, to include support for faculty, students and community partners involved in course-based service, as well as data and website management related to service endeavors.

RESPONSIBILITIES AND RELATED DUTIES:
A. Provide organization and oversight of academic Service-Learning efforts
   • Provide day-to-day coordination of all course-based service placements, to include identification of placements for faculty; alignment of service placements with course objectives; support with reflection; in-class, pre-service trainings for students; coordination with students, faculty and community partners in completion of needed, pre-service screenings or trainings; communication and coordination of campus visits by community partners; support students, faculty and community partners in resolving conflicts and miscommunication across the span of the service placement.
   • Identifying and advocating for community partner service needs to faculty and students to ensure a reciprocally beneficial service experience for learners and the community.
   • Provide student, faculty and community partner training on Service-Learning pedagogy.
   • Development and stewardship of community partner relations to assure student safety in service and measurable impact in meeting community partner goals.

B. Event Planning
   • Plan and provide day-to-day coordination of major service-related events to include Community Building Day, MLK Day of Service, Volunteer Fairs, and exceptional community events such as community partner recognitions and trainings.
   • Coordinate with on-campus partners (Institutional Advancement, University Communication, catering, security) and with off-campus partners (volunteer agencies, law enforcement, event sponsors) to provide scheduling, transport, risk management, budgeting, staffing, volunteer recruitment and placement as well as other logistics as needed for large and small events.
   • Presence at all major events to provide support to student leadership staff, knowledge of safety/emergency protocols, centralized communication, event set-up and break-down.
   • Survey event participants and collect data on event impacts, to include reporting internally as well as drafting and disseminating event narratives for use by campus partners.

C. Website Maintenance
   • Maintain a software-driven, volunteer recruitment website, to include editing of page content through a software-driven editor and/or use of html.
   • Keep a directory of partnering volunteer agencies up to date and accessible to students, faculty, staff and community partners.
   • Assist community partners in using the website, to include registration, profile creation, posting of events and volunteer needs, and verification of volunteer hours.
   • Create and disseminate digital and print resources on website functionality.
   • Troubleshoot software problems, communicate with licensor and assist with visioning new functionality.
   • Provide tech support and training to website users, to include students, faculty and community partners.
• Review data by semester for data quality. Design and implement systems for ensuring entry of volunteer hours by all constituents.
• Using the reporting function of the website, provide reports, as requested by Center staff, on special events, academic Service-Learning, co-curricular service learning, alumni service and other interdepartmental service initiatives, as well as aggregate community engagement impact.
• Coordinate with other universities and agencies in the region using the same software.
• Provide communication to individuals and large groups through website.

D. Student-Leadership Development
• Coordinate office-based student leaders in their work in support of academic Service-Learning data collection and management.

E. Professional Networking
• Attend all meetings of the Inland Northwest Service-Learning Partnership.
• Support Director with intercollegiate initiatives and INSLP subcommittee work.
• Assist with the planning and execution of INSLP and other networking events.
• Support dissemination of WU and INSLP programs at local, regional and national professional development meetings.

QUALIFICATIONS, SKILLS AND ABILITIES:
• High-school diploma or GED required, bachelor’s degree preferred.
• Five years’ experience in a higher-education or volunteer services environment.
• Demonstrated ability to coordinate multiple activities and work effectively with individuals of different ages, backgrounds and levels of experience, including students and faculty.
• One year experience in surveying, data management, and reporting.
• Experience managing a volunteer management system preferred; experience with HTML and CSS preferred; experience with Adobe Creative Suite preferred.
• Ability to work in a confidential, service-oriented, computerized work environment.
• Advanced experience in Excel, databases, web-based platforms and assessment tools.
• Ability to work occasional weekend or evening hours, as required.
• Excellent communication skills.
• Ability to multi-task and perform a wide variety of tasks with minimal supervision and multiple interruptions.
• One year of experience in event planning.
• Demonstrated ability to work with confidential information.
• A personal commitment to the Christian faith.
• Demonstrated awareness of and commitment to establishing effective relationships and positive communication across multiple dimension of diversity, including, but not limited to, race, gender, physical and mental ability, socioeconomic class, sexual orientation, religious belief, national origin or other identities.
• A commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
• Background check required.

APPLICATION PROCESS: The following documents are required to complete the online application form:

1. A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range.
2. Résumé
3. The names, addresses, telephone numbers and email addresses of three academic/professional references.
4. A one-page document describing your personal commitment to the Christian faith.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.