



ASGBC Office of Civic Engagement Community Engagement Coordinator Position Description

Position Summary: The OCE Community Engagement Coordinator is responsible for overseeing the community organizing and engagement efforts of the OCE. This work includes managing the campus organizing efforts, managing volunteers, coordinating voter registration efforts, collaborating with the ASGBC Office of Events and Community Relations when it comes to the planning, and promotion of civic engagement related events, including the annual “Bulldogs at the Capitol” lobby day, and fulfilling all other responsibilities as assigned.

POSITION: Community Engagement Coordinator

DEPARTMENT: Associated Student Government of Bellevue College: Office of Civic Engagement

SALARY: \$19 per hour, up to 19 hours per week

EMPLOYMENT START DATE: September 1st, 2024

EMPLOYMENT END DATE: June 30, 2025

APPLICATION OPENS: April 1st, 2024

APPLICATION CLOSES: May 3rd, 2024

Desired Qualifications:

- Knowledge of Legislative Process
 - Introduced to the legislative and lobbying process, whether in a class, as an assistant, as a group, or individually.
- Proficiency in Microsoft Products (Outlook, Teams, SharePoint, etc.)
- Strong Verbal and Written Communication
 - Strong verbal and written communication skills to effectively convey information, provide updates, and collaborate with team members.
- Excellent Time Management
 - Effective prioritization and allocation of time to manage multiple tasks and meet deadlines.
- Attention to Details

- Keen eye for detail to ensure accuracy in documentation and compliance with regulations.

Required Qualifications:

Community Engagement Coordinator applicants are expected to meet the following requirements at the time of application:

- a. Must maintain at least eight (8) credit hours of coursework per quarter throughout the period of employment.
- b. Must have completed a minimum of twelve (12) college-level credits taken at Bellevue College.
- c. Must have a minimum GPA of 2.5 and maintain a minimum quarterly GPA of 2.5 throughout the period of employment.
- d. Be in good standing with Bellevue College and not on disciplinary probation.
- e. Be in good academic standing, and not be on academic probation.

Essential Job Functions:

The Community Engagement Coordinator of the ASGBC Office of Civic Engagement shall:

- A. Assist the Director of Sustainability and Civic Engagement, and Policy Coordinator in developing and implementing an annual legislative agenda, by coordinating all surveying efforts on campus when building the legislative agenda.
- B. Manage the campus organizing efforts of the OCE.
 - a. Builds, coordinates, manages, and works to engage Bellevue College students in OCE's civic involvement.
 - b. Manage the community outreach efforts of the OCE, through social media, email, newsletter, and community building, etc.
 - c. Oversee the planning and execution of the annual "Bulldogs at the Capitol" lobby day in conjunction with the OCE, and the ASGBC Office of Events and Community Relations.
- C. Manage Volunteers
 - a. Connect with instructors to recruit student volunteers by emailing and presenting to classes.
 - b. Work closely with the Policy Coordinator and the Director of Sustainability and Civic Engagement to train student volunteers on advocacy efforts.
- D. Collaborate with the ASGBC Office of Events and Community Relations to host regular civic engagement events (voter registration drives, tabling, guest speakers, etc).
- E. Keep the Bellevue College student body informed about current issues and movements on the local, state, and federal level.
- F. Make decisions on attending key conferences, information sessions, communicating outwardly with external partners as well as internally on OCE progress and activities.
- G. Coordinate voter registration efforts on campus, in coordination with the OCE, and external partners such as the Washington Bus.
- H. Strive to attend relevant training sessions and conferences.
- I. Travel as necessary for direct lobbying and attendance at conferences.
- J. Work with the OCE team to address miscellaneous items, relevant to the office, as they arise.
- K. Attend all OCE meetings as appropriate.
- L. Attend all mandatory training sessions, meetings, and retreats.

- M. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, ASGBC Financial Code, the OCE Policies and Procedures Manual, and all other applicable governing documents.
- N. Be accountable for fifteen to nineteen hours of work per week. During this period, the Community Engagement Coordinator may attend and schedule meetings, complete and work on projects, and otherwise perform duties and tasks as assigned by the Director of Sustainability and Civic Engagement, or ASGBC President.
- O. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- P. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- Q. Perform related duties and tasks as assigned by the Director of Sustainability and Civic Engagement, or ASGBC President.