



ASGBC Office of Events and Community Relations

Community Relations Coordinator Position Description

Position Summary: The OECR Community Relations Coordinator is responsible for assisting the ASGBC Director of Public Relations in the associations outreach, marketing, and publication efforts, as well as assisting the ASGBC Director of Events and Programs in the marketing, planning, and execution of ASGBC events and activities. This work includes creating graphics, conducting outreach activities, managing volunteers, seeking input from the student body, and fulfilling all other responsibilities as assigned.

POSITION: Community Relations Coordinator

DEPARTMENT: Associated Student Government of Bellevue College: Office of Events and Community Relations

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:

- Graphic Design Experience
 - Experience creating digital and physical media 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 Relations 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 Relations Coordinator of the ASGBC Office of Events and Community Relations (OECR) shall:

- A. Assist the Director of Public Relations in the coordination of the associations publications efforts of ASGBC events, activities, programs, services, etc.
- B. Assist the Director of Events and Programs and collaborate with the Events Coordinator in the planning and execution of events, including setup and take-down and other event responsibilities.
- C. Create and manage an ongoing calendar for ASGBC activities and events as directed by the Director of Events and Programs, and the Director of Public Relations.
- D. Create graphics for ASGBC events, activities, programs and services as directed by the Director of Public Relations.
- E. Conduct regular outreach activities including tabling, canvassing, and class presentations to promote ASGBC and its events, activities, programs, services, etc.
- F. Assist in seeking input from students regarding events in collaboration with the Events Coordinator.
- G. Manage Volunteers
 - a. Oversee the recruitment, retention, and training of student volunteers to support community engagement efforts, events and activities.
- H. Report directly to the Director of Events and Programs and the Director of Public Relations.
- I. Attend all mandatory training sessions, and retreats.
- J. Attend all OECR meetings as appropriate.
- K. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, ASGBC Financial Code, OECR Policies and Procedures Manual, and all other relevant governing documents.
- L. Be accountable for fifteen to nineteen hours of work per week. During this period, the Community Relations Coordinator may attend and schedule meetings, complete and work on projects, and otherwise perform duties and tasks as assigned by the Director of Events and Programs, Director of Public Relations, and the ASGBC President .
- M. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- N. Ensure a smooth transition by completing transition documents for their successor by the end of their term.

- O. Perform related duties and tasks as assigned by the Director of Events and Programs, Director of Public Relations, and the ASGBC President.