

## **Cultural Events Coordinator**

**8 months**

**40 hours/month**

**Minimum wage**

**The Cultural Events Coordinator shall:**

- a. Serve as chairperson of the Multicultural Advocacy Council (MAC), which will meet on a monthly basis and be comprised of:
  - Senior CDA
  - 2 students from Act 6 Leadership Initiative
  - Club presidents of all culture clubs currently chartered at Whitworth
  - Other positions may be added as deemed necessary.
- b. Physically and financially assist with programming by the MAC and keep the ASWU abreast of the activities related to the MAC at the weekly assembly meeting.
- c. Meet regularly with CDA staff to collaborate on events and programs.
- d. Advertise to students the multicultural entertainment, speakers, etc. that are happening within the greater Spokane community.
- e. Recruit multicultural and ethnic performing arts groups to present at Whitworth in collaboration with the cultural clubs, theatre and music departments, and the Office of International and Multicultural affairs. (Goal of one per month, or in coordination with week-long themes or history months);
- f. Act as a liaison between the Act 6 Leadership Initiative and the ASWU to increase visibility and involvement of Act 6 students.
- g. Work in conjunction with faculty/staff to encourage student participation in campus diversity task forces and discussion groups.
- h. In collaboration with the ASWU, and the MAC, act as the chairperson in the coordination of a Cultural Awareness week, which will take place in the fall semester.
- i. Have a minimum of 5 regularly scheduled office hours per week.
- j. Attend weekly ASWU Assembly meetings.
- k. Sign up for the GE 330 leadership class in both the fall and spring semester.
- l. Attend the spring leadership retreat and the fall leadership retreat, which begin approximately one week prior to the commencement of each semester.
- m. Serve on the University's Diversity Committee.

**The Cultural Events Class Coordinator shall possess the following qualifications:**

- a. Passion for issues related to multiculturalism and the ability to work well with college administrators, faculty and staff.
- b. Proven organization skills, with excellent follow-through coordinating large programs and activities.
- c. The ability to convene and facilitate a large group meeting.
- d. Ability to work well in a flexible structure without a lot of direct supervision.
- e. Be and undergraduate enrolled in at least 12 units per semester.