Center for Community and Civic Engagement
2022-2023 CCCE Fellow Positions

CCCE General Fellow Position Description:
Fellows in the Center for Community and Civic Engagement (CCCE) support the work and daily operations of the CCCE by working both independently and collaboratively with each other, other campus organizations, and community partners.

Fellows directly and indirectly support the many programs the CCCE coordinates with community partners. Fellows oversee the work of Program Directors (PDs) and volunteers for programs in their respective Focus Areas (for more information on Focus Areas, see the next section), helping to maintain high quality programming for multiple off-campus communities. Also, Fellows support programs in their respective Focus Areas by occasionally working off-campus at program sites, mainly in the greater Northfield and Faribault area.

In addition to direct and indirect program support, Fellows help promote community and civic engagement events on campus and in Rice County. Events range from speakers and professional development to film showings and nonpartisan political forums.

Fellows contribute to making the CCCE a lively and vital academic center for the Carleton campus by supporting Academic Civic Engagement (ACE) courses and the faculty leading them. Fellows support the logistics of reciprocal and respectful academic partnerships with off-campus communities by building, developing, and maintaining working relationships of mutual benefit.

Finally, Fellows are available during weekly office hours, meeting with both scheduled and drop-in visitors to answer questions about involvement and engagement, matching volunteers with programs, and maintaining records for CCCE programs and services.

Preference given to students available 10 hours/week.
Students with Spanish, Somali, or other language skills are strongly encouraged to apply.

CCCE Focus Areas:

- **Communications** coordinates the publicity and marketing of programs, emerging opportunities, community-engaged speakers, special events, social media campaigns, and publishes the CCCE newsletter each term.

- **Education Equity** focuses on students in the Northfield and Faribault public school districts as both districts strive to improve the equity of their schools in the context of rapidly changing demographics and the welcoming of thousands of new citizens and residents.

- **Food and Environmental Justice** supports programs that engage students in environmental issues tied to community wellbeing and sustainability, recognizing that food production, waste, energy, and food insecurity are all intertwined and envisioning a world of equitable environmental access and responsible stewardship.
• **Health and Belonging** strives to connect students with community partners to improve the community’s health as well as bring education about pertinent health and well-being topics to campus.

• **Peace, Conflict, and Democracy** seeks to engender conversation about the root causes of inequality, injustice and violence by addressing current local and global issues through lectures, community conversations, film screenings, podcast listening and discussion sessions.

• **Academic Civic Engagement** supports the work of ACE courses, scholarship, and student reflection by promoting ACE courses to students via social media and creative campus engagement, building and maintaining connections between ACE courses and other co-curricular fellows cohorts and partners, updating the ACE database (Airtable), and creating, refining, and sharing reflection questions, exercises, and facilitation techniques with CCCE fellows and student groups.

**Distinct Fellow Positions within CCCE:**

- ACE Fellows
- Co-Curricular Fellows
  - Education Equity
  - Food and Environmental Justice
  - Health and Belonging
  - Peace, Conflict, and Democracy
- Communication Fellows

**Examples of Specific Duties - Co-Curricular Focus Area Fellows:**

1. Support program development within an assigned focus area.
2. Orient new Program Directors (PDs) within an assigned focus area.
3. Check in with PDs throughout each academic term, visit programs, problem-solve as situations arise, and oversee the tracking of volunteer hours for programs.
4. Support the recruitment and retention of student volunteers for all CCCE programs.
5. Collaborate with partners on and off campus, gathering feedback on each related program throughout the year.
6. Assist with event, meeting and workshop planning (including logistics) for CCCE.
7. Assist with communications and outreach for assigned focus area, including creating articles and content for CCCE website, documents, and newsletter.
8. Collaborate with other CCCE Fellows and Professional Staff on daily projects as needed.
9. Maintain individual program documentation in Google Team Drive within the focus area.
10. Update website, focus area handouts and Google Groups permissions for programs.
11. Participate in cohort meetings as needed with other Fellows and Professional Staff aligned with the assigned focus area.

**Examples of Specific Duties - Communications, Publicity, and Org Support Fellows**

1. Update and maintain the CCCE web page.
2. Coordinate the CCCE newsletter every term.
3. Write content for CCCE website and newsletter, including short and feature-length news articles.
4. Create and maintain content for CCCE Social Media.
5. Create marketing design and language to promote CCCE programs.
6. Assist with publicity for service and civic engagement opportunities and help PDs recruit volunteers.
7. Coordinate photographic documentation for CCCE events and programs.
8. Create impactful, eye-catching posters/publicity campaigns.
9. Assist professional staff with transportation logistics, budgeting, and expenses related to CCCE programs and services.

Examples of Specific Duties - ACE Fellows

1. Promote ACE courses to students via creative campus engagement such as tabling, flyers, happenings, and interactive promotion
2. Build and maintain connections between ACE courses and other co-curricular fellows cohorts and partners
3. Update the ACE database (Airtable)
4. Creating, refine, and share reflection questions, exercises, and facilitation techniques with CCCE fellows and student groups.
5. Conduct Interviews and create highlights of ACE students and community partners for social media, newsletters, websites and other promotional work.
6. Support the ACE program and associate director with other projects emerging from ACE courses and endeavors, think about how we can make ACE accessible, brainstorm potential projects