NOW HIRING!!

Black House Associate Coordinator

Duties and Responsibilities

- Assist in creation of promotional materials
- Assist with outreach, publicity & social media platforms
- Help with research on national & regional issues related to student cultural centers
- Assist with maintenance of records (such as budget & expenditures)
- Assists with maintenance of database of event procedure forms & assessment tools
- Follow and enforce Black House policies & procedures
- Assist in the supervision and training of BH interns & student assistants
- Assist with the maintenance of front & backyards
- Assist with the coordination & planning of events at the Black House

Communicate and report daily to the Black House Coordinators and the Black House Director

Qualifications

- Current status as an undergraduate junior/senior or graduate student
- Knowledge or appreciation for African/Black/African American culture
- Excellent communication skills
- Highly efficient and organized
- Mature and self-reliant
- Ability to multi-task
- Ability to work with minimal supervision
- Strong presentation skills
- Ability to work in collaboration with various groups and entities
- Strong administrative and technological skills (Excel, Word, PowerPoint, Facebook, Twitter, Instagram, and Snapchat)
- Strong creative and graphic design skills (for the creation of fliers) desired.
- 20 hours per week with flexible working hours

Compensation: $14 an Hour
Start date: ASAP
Application Deadline: June 20th

How to Apply

Please apply through Handshake. Handshake is our new career service management system where students can look for jobs on or off campus. Must submit resume, cover letter, and letter of reference(s)

https://csun.joinhandshake.com/login