STUDENT BLOG AND NEWSLETTER EDITOR – DIVERSITY ADVOCATE INTERN (DAI)

JOB DESCRIPTION

$13.00/HOUR, 15 HOURS/WK ONE YEAR COMMITMENT REQUIRED
(Sept. 2016 - June 2017)

The Kelly Ethnic Cultural Center
In support of the University of Washington goals, the Ethnic Cultural Center (ECC) promotes an inclusive and educational environment by providing programs and services which enhance the communication and exchange of multicultural perspectives and values. The Ethnic Cultural Center provides programs and a learning environment where students and student organizations collaborate, develop, and implement programs while building leadership and organizational skills.

Duties and Responsibilities
The purpose of the Blog and Newsletter Editor - Diversity Advocate Intern (DAI) program is to assist the ECC Leadership Team with the development of the ECC blog and newsletter for the 2016 – 2017 academic year. The DAI will do this through the role of the Blog and Newsletter Editor. The DAI will serve as a community liaison through collaborating and creating content with students, student organizations, faculty, Ethnic Studies Departments, administrators, and for the 40th and Brooklyn Blog and a quarterly online publication for the Tapestry Newsletter.

Duties Include:
● Oversee the 40th and Brooklyn Blog and Tapestry Newsletter
● Contact and reach out to students, Registered Student Organizations, UW Faculty and Staff, community members for blog submissions and content for Tapestry Newsletter
● Meet with the editorial board at least bi weekly and review the board's selected blog submissions, reasons for approval and denial of specific posts, and revise others
● Edit and review submissions
● Submit selected submissions from the editorial board (volunteers) to the editor in chief for final approval
● Post approved content to the blog weekly
● Attend assigned student events
● Attend quarterly student staff meetings and as arranged by the supervisor
● Other duties as assigned by supervisor related to the operation of the blog
● Build and cultivate a relationship with the ECC student community
Minimum Qualifications Required

- 2 years editorial experience
- Flexibility to attend student led events
- Available to work evenings and weekends a must
- Ability to attend mandatory ECC staff training, and some events and programs that may be outside of regular work schedule
- Desire to work and learn in a multicultural environment
- Reliability: arrive to work on time, adhere to scheduled hours and work without direct supervision
- Ability to work independently and as part of a team
- Strong customer service orientation and professional demeanor
- Extremely detail-oriented, organized and efficiency-driven
- Ability to prioritize workload and plan an effective daily routine to adhere to deadlines
- Ability to communicate effectively verbally and in writing
- Ability to understand and communicate policies and procedures to students and visitors
- Ability to multi-task and perform multiple actions simultaneously with interruptions
- Ability to adhere to deadlines
- Ability to lift 10-20 lbs of weight, ability to carry 5-10 lbs of weight
- Some knowledge of Microsoft Office applications (Word, Excel, PowerPoint)
- Some knowledge of PC and Macintosh computers and printers
- Ability to learn facility maintenance procedures, troubleshooting skills, technical and theatre procedures and various software programs
- Understanding of basic event technology (data projector, laptop, PowerPoint), or ability to learn quickly
- Use of UW Google Apps and Google Calendar will be required; prior use or knowledge preferred but not required.
- Some knowledge of ECC operations, philosophy and purpose preferred

Desired Qualifications:

- Experience with the platform: wix
- 2 year experience in web-design
- Majoring in English/Creative Writing, Ethnic Studies, or User Experience Design

Reports to: ECC Student Leadership Adviser and Editor in Chief

Educational Benefits

The Blog and Newsletter Editor - Diversity Advocate Intern (DAI) will have the opportunity to develop writing, critical-thinking and problem-solving skills, enhance customer service abilities and become familiar with a broad range of software programs and audiovisual equipment. The position will also have the opportunity to develop organizational, logistical and communication skills by interacting with students, staff, faculty, and the general public in a multicultural environment.

Application Process:
Please submit a cover letter and resume to Rosa Ramirez by August 23\textsuperscript{th}, 5:00 PM at the following email: rosaelia@uw.edu.

*Applicants must be available to attend the New Employee Orientation and Training scheduled for Sept 11 – Sept 16, 2016.