



### **Community Engagement Officer**

*\$14.50/hour*

- Must have experience or at least interest in community service/working with non-profits
- Assist Office of Community Engagement (OCE) in all aspects of community service events (including creating, publicizing and documenting).
- Receive training to fully understand, then promote usage of, the “Keelhaulers Care” volunteer management site.
- Serve as Community Engagement liaison to your Company/Corps leadership
- Actively promote participation in Community Engagement service events and grow volunteer base.
- Create at least one service event per semester, specific to Division, Company or all cadets
- Participate in at least one OCE-sponsored event per month.
- Assist with execution of Community Partner Expo in Fall/Spring; Day(s) of Service for new cadets and representing the Office of Community Engagement for New Cadet Orientation, Preview Day and Cal Maritime Day.
- Serve at least 2 office hours per week, including tabling in front of Morrow/Marketplace
- Attend weekly CE Team meetings.
- Communication skills are key for this position.
- This role is an opportunity for students to become involved in the surrounding community while developing leadership skills.
- Maintain a minimum of a 2.5 GPA during the academic year.

### **Office of Community Engagement Cadet Representative**

*Compensation: \$14.50/hour*

- Must have experience or at least interest in community service/working with non-profits
- Assist Office of Community Engagement (OCE) in all aspects of community service events (including creating, publicizing and documenting).
- Receive training to fully understand, then promote usage of, and manage the “Keelhaulers Care” volunteer management site.
- Actively promote participation in Community Engagement service events and grow volunteer base.
- Act as Team Lead to a minimum of four Community Engagement Officers, plus volunteers
- Work directly with Community Engagement Officers to create service events each semester, specific to Division, Company or all cadets
- Participate in at least one OCE-sponsored event per month.
- Assist with execution of Community Partner Expo in Fall/Spring; Day(s) of Service for new cadets and representing the Office of Community Engagement for New Cadet Orientation, Preview Day and Cal Maritime Day.
- Serve at least 6-10 office hours per week.
- Attend and/or lead weekly CE Team meetings.
- Communication and computer skills are key for this position.
- This role is an opportunity for students to become involved in the surrounding community while developing leadership skills.

## **Office of Community Engagement**



- Maintain a minimum of a 2.5 GPA during the academic year.