

## **Spring 2024 Community Service Center Program Manager**

**Applications will be accepted on a rolling basis until all positions are filled. Priority will be given to applicants who apply before Thursday, January 18th.**

### **Overview:**

The Program Managers (PMs) are essential and dynamic members of the Community Service Center (CSC) team. Under the guidance of CSC professional staff, PMs will plan and implement high-impact service, education, and reflection experiences that embody the mission of the CSC, Boston University Dean of Students, Boston University and our surrounding communities.

### **Position Responsibilities:**

- Develop and implement the mission and objectives of an assigned program and/or initiative
- Collaborate with fellow program managers to plan community engagement events and other educational opportunities
- Support Center-wide initiatives including FYSOP, ASB, workshops, education events, fundraisers, days of service, gift drives, etc.
- Represent the Community Service Center at events and programs hosted by other BU departments
- Support volunteer recruitment efforts at Orientation, Splash, Open Houses, etc.
- Manage day-to-day operations of the CSC office including but not limited to answering phones, monitoring emails, organizing office space, and completing volunteer background checks
- Complete other tasks as assigned by CSC Senior Staff and/or the Dean of Students office

### **Qualifications:**

- Full time students for the Spring 2024 semester.
- Students with work study awards for the Spring 2024 semester year are preferred
- Good academic, financial, and judicial standing with the university with no cases pending against them
- Passion for service, civic engagement, and social justice
- Demonstrate strong communication, organization, problem solving, proactiveness, humility, nimbleness, and self-awareness
- Familiarity with Eventbrite, WordPress, MS Office, Google Workspace applications, social media, and video conferencing platforms is preferred
- No past experience with CSC programs is necessary to serve as a Program Manager

### **Program Managers must be available for the following commitments:**

- Weekly office hours
- Weekly advising meetings with Director, Assistant Director, and/or Graduate Assistants
- CSC leadership retreat (Date TBD, January 2024)
- Spring recruitment opportunities including Weeks of Welcome events, Splash and Open Houses

### **Appointment:**

- The position runs January 2024 through May 2024, unless a different start or end date is negotiated

- Program Managers may work up to 20 hours per week during the academic year. The rate of pay will be \$15.00/hr.

### **Application Instructions:**

- Complete the [Program Manager Application](#) through Qualtrics
- Upload Resume/CV
- Provide 3 professional references (Name, Department, Contact Information)

### **Available Positions**

*\*\*All titles, descriptions, and availability are subject to change. Students may list and rank preferred positions, but all candidates will be considered for all positions. Preference for those with work study awards\*\**

**Campus & Community Engagement-** Collaborate with CSC professional staff and community partners to identify and publicize service opportunities throughout Greater Boston that are open to the BU community. Foster new and existing relationships with on-campus departments, organizations, and staff to build awareness of CSC programs and initiatives. Plan unique opportunities for the university community to give back to the surrounding community in ways such as: gift and can drives, fundraisers, etc. Lead Center-wide volunteer recruitment efforts, including SPLASH, Open Houses, and Admissions events and panels. This is a 10-15 hour commitment during the academic year.

**Communications-** Manage CSC email, website, social media profiles, newsletter, and calendars. Create press releases for major CSC events and programs, support team meetings, retreats, and staff recruitment. Manage CSC programs inclusion in University calendars, video monitors, and link tabling. This is a 10-15 hour commitment during the academic year.

**Days of Service-** Manage one-time volunteer initiatives and events, including Fall Days of Service and Global Days of Service. Maintain an online repository of community-organized events and service opportunities (city events and meetings, festivals, etc.). Manage communication from community-based organizations and share relevant opportunities with fellow team members. Oversee volunteer recruitment for all one-time service projects. This is a 10-15 hour commitment during the academic year.