

## Cultural Equity and Belonging – EEB Ambassador

No. of Jobs Available:	3
Supervisor:	Monique Van Willingham, Director of Cultural Equity and Belonging
Contact:	<a href="mailto:monique.vanwillingham@necmusic.edu">monique.vanwillingham@necmusic.edu</a>

### **JOB SUMMARY:**

The Cultural Equity and Belonging (CEB) Student Ambassadors will contribute to building a sense of community and belonging at NEC through administrative support, event planning and assistance, and ensuring the CEB space is welcoming. The CEB Student Ambassador positions will be offered to candidates who are committed to advancing NEC's values of cultural equity and belonging.

### **ESSENTIAL FUNCTIONS:**

- Administrative
- Support with ensuring that the Center for CEB is a welcoming space, and help with the running and oversight of the physical space.
- Assist with CEB events/activities (planning, setup, and tracking).
- Support CEB director with projects such as research of CEB-related topics, interest areas, and resource lists.
- Attend regular team meetings for collaborative planning.
- Attend related CEB professional development.
- Community Building
- Create an inclusive and supportive environment for everyone who interacts with the Center for CEB.
- Model the ethos of the Center for CEB in communication and approach to work.
- In coordination with the CEB Director, collaborate to organize, implement, and promote CEB activities for the NEC community.
- Each CEB Ambassador will have the opportunity to collaboratively design a campus event or learning experience for students.
- Participate in the CEB programming efforts across the campus and virtually.

### **Helpful Skillsets/Experiences:**

- Ability to create flyers and posters in Canva for events and CEB campaigns
- Event planning
- Data collection (CEB resource lists)
- Part of a NEC student club

Training will be provided in areas that need support.

Schedules are generally between 9:30 - 5:30 during the week, 6 - 10 hours per week (depending on student schedules).

Types of tasks, weekly responsibilities, and projects will be collaboratively decided on according to schedules and individual areas of strength.

The position is compensated at \$15 per hour.

The desired start date is 9/18/2023

**Job Duties / Qualifications:**

- Embodies cultural humility.
- Ability to work independently and follow through with tasks to completion.
- Responsible, reliable, and enjoys teamwork.
- Ability and willingness to collaborate around event planning and CEB projects.
- Familiarity with Google Workspace (Drive, Docs, Sheets).
- Demonstrated ability to communicate across cultures and work in a cross-cultural environment that centers inclusion and belonging.
- A desire to be a part of and enhance a diverse and inclusive NEC community.
- Willing and open to learning new skills (interpersonal, planning, and administrative).

**How to Apply:** Send resume and short cover letter to [monique.vanwillingh@necmusic.edu](mailto:monique.vanwillingh@necmusic.edu) . Please describe why you would like to work in CEB and the skillsets and strengths you embody that will add value to the Center for CEB. You are welcomed to add areas that you would like to learn about, grow in, or are interested in exploring more.