

Othering & Belonging Institute, UC Berkeley

Position Title: Project Coordinator (7397U) - #28680

Location: Main Campus – Berkeley (remote until campus reopens)

How to Apply: Go to <https://jobs.berkeley.edu/job-listings> and search for job #28680 to apply.

A tailored cover letter and resume are required. Please submit your cover letter and resume as a single attachment when applying.

Application Review Date: This job will remain posted until filled.

Departmental Overview

The Othering and Belonging Institute (“the Institute”) brings together researchers, stakeholders, policymakers, and communicators to identify and challenge the barriers to an inclusive, just, and sustainable society and to create transformative change. The Institute serves as a national hub of a vibrant network of researchers and community partners, and, as such, plays a leadership role in translating, communicating, and facilitating research, policy, and strategic engagement for societal good. The Institute advances research and policy related to marginalized groups and social cleavages including disability, LGBTQO citizenship, race, religion, economics, public health, education, democracy and the new emerging research on global north/global south relations. The Institute represents a tremendous opportunity to bring leading researchers and substantial resources across disciplines to bear on society’s pressing and pivotal issues related to equity, inclusion, and diversity.

The Project Coordinator will play a central role coordinating activities for both the Summer Fellowship Program and Arts & Cultural Strategy. The Coordinator will serve as an integral part of the Summer Fellowship Committee and will directly engage with fellows, and support the program with various activities. The Coordinator will also assist in coordinating Arts & Cultural Strategy projects, developing and maintaining partnerships, contributing to project development and implementation, and assisting with workshop/event facilitation and development. This is an engaged and flexible role that will help grow the Arts & Cultural Strategy activities at the Institute.

Responsibilities

Coordinates program planning and collaboration in support of the Institute’s Summer Fellowship and Arts & Culture (A&C) programs including:

- Coordinating the implementation of the Summer Fellowship program by administering fellowship application review, interview and evaluation processes
- Providing logistical support and coordination for fellowship including orientation, regular meetings, workshops, and graduation
- Collaborating on various A&C project implementation and design
- Contribute to Institute-wide A&C events and initiatives

Using subject matter knowledge, collects and prepares information for use in discussions, meetings of internal and external constituents including:

- Implementing an outreach strategy for prospective fellowship applicants
- Managing communication with fellowship applicants
- Identifying and organizing fellowship workshop presenters
- Maintaining A&C communication and partnerships with numerous artists and organizations
- Coordinate simultaneous A&C project logistics with multiple partners

Prepares, edits and modifies documents including research reports, manuscripts, presentations and proposals:

- Review and edit fellowship documents and program materials;
- Assist in creating A&C learning materials and presentations for workshops, events, and partners
- Maintain and contribute to the monthly arts & culture newsletter;
- Participates in administrative program planning and development including:
- Contributing to the growth of A&C activities through collaborative idea development in relationship to the broader work of the Institute
- Contribute to summer fellowship's culture of support and engagement through team building activities

Participate in Institute wide meetings, events and other duties as assigned.

Required Qualifications

- Knowledge of or ability to learn and understand the Institute and its vision, mission, goals and social and racial justice as demonstrated through previous work.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Demonstrates ability to use sound judgment in responding to issues and concerns.
- Demonstrates ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Proficient in ability to multi-task with demanding timeframes.

- Proficient in MS Word, MS Excel, Google Docs, and or similar computer programs and applications.
- Proven experience with project management
- Established experience working with diverse groups
- Excellent time management skills
- Ability to work independently and collaboratively Highly motivated, resourceful, and flexible
- Experience in arts and/or cultural sector
- Proficient in ability to use discretion and maintain all confidentiality.

Salary & Benefits

This position is a non-exempt, bi-weekly paid position. Hourly pay for this role is commensurate with experience.

For information on the comprehensive benefits package offered by the University visit:
<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

Other Information

This is a two-year, full-time (40-hours/week), Contract Appointment - eligible for full UC benefits. A contract renewal is possible after two-years.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

For more information about your rights as an applicant see:

https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:
<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>