Job Description Form

**Department:** Office of Government & External Affairs and Strategic Partnership - Wheelock College  
**Location:** Mattahunt Community Center - Wheelock College  
**Job Title:** Graduate Assistant – Community Outreach and Programming Specialist  
**Reports To:** Rashad Cope – Director of Mattahunt Wheelock Community Center Partnership (MWCCP)

### Special Assistant

**Type of Position**

- Part-time (SY 2014-2015)
- Will train applicant

**Hours** 10 / week

### Job Description

Provide administrative support and project assistance to the Mattahunt Wheelock Community Center Partnership (MWCCP). Assist and promote the efforts of the MWCCP through outreach and planning in the areas of College and Career Readiness, Academic Enrichment, & Family Engagement. Support with building and strengthening new and existing partnerships: Mattahunt Elementary School Partnership, Mattapan Community Health Center Partnership, Technology Goes Home, and others. Attend program and community meetings.

**General duties:**

- Assist in planning and implementing program activities, correspondence, typing reports and formal documents, and maintaining program websites and social media.
- Perform general administrative duties: maintain program files, and other office records and files
- Assist and coordinate outreach strategies, activities and meetings.
- Seek on-campus involvement to promote academic, college readiness, civic engagement, and service learning opportunities for Wheelock scholars at the Mattahunt. This includes coordinating the logistics of the programs: creating flyers, reserving space, notifying students, sign-up sheets, transportation, contacting speakers, etc.
- Maintain email distribution list and calendar of events for all programs.
- Attend all scheduled meetings and programs pertaining to these programs, Graduate Assistant supervision meetings, and MWCC staff meetings.
- Assist with special events and weekend programs when applicable.
- Support with data tracking and assessment of programs and partnerships
- Support strategic partnerships coordinator at Wheelock College with assignments related to the Mattahunt.
- Any other duties related to the Mattahunt Wheelock College Partnership and programs.

### Skills, Qualifications, and Experience

- Comfortable with public speaking and delegation
- Experience with outreach, media and social networking
- Working with at-risk populations
- Program planning experience
- Great at managing time
- Strong interpersonal skills
- General research and administrative skills
- Working knowledge of Microsoft Word, Excel, and PowerPoint

### Education Requirements

- Bachelor’s Degree required
- Graduate candidate