



## FACCC PAC

### Student Coordinator

#### **Organization Profile:**

FACCC, the Faculty Association of California Community Colleges, is a 70 year-old statewide professional membership association, headquartered in Sacramento just four short blocks from the Capitol. We employ a small talented team to help develop and implement an ambitious agenda for the faculty and students of the California Community Colleges. Our employees thrive on commitment, hard work, reliability, multi-tasking, problem solving, creativity, and collaboration.

The FACCC Political Action Committee (FACCC PAC) is uniquely positioned to help elect candidates for legislative office who support FACCC's agenda. The FACCC PAC works to educate legislative and trustee candidates on community college issues and seeks their commitment and support for FACCC's agenda. The PAC makes endorsements and actively engages in campaigns and helps to elect individuals who will champion our students, faculty, and community colleges.

#### **Diversity, Equity, and Inclusion Statement:**

To ensure the equal educational opportunity of all students and the creation of a just society, FACCC calls for the elimination of racism from all aspects of our society, starting with our state's community colleges. Various diversity, equity, and inclusion initiatives are being nurtured throughout the state's community colleges. [Read the full statement here.](#) FACCC is also an Equal Opportunity Employer.

#### **The Position:**

The FACCC PAC Student Coordinator will report to the Membership Coordinator, Advocacy Manager, and the Executive Director. This is a professional at-will position requiring independent judgment. These are some core responsibilities of the FACCC PAC Student Coordinator:

- Researching and engaging with candidates running for local and statewide races
- Supporting the campaigns of endorsed candidates and conducting voter registration
- Engaging in legislative and political research to support FACCC's advocacy efforts

- Organizing membership to mobilize faculty and students for advocacy
- Creating and editing written content for internal publishing
- Participating in and helping facilitate professional development conferences

Beyond these, the FACCC PAC Student Coordinator may be asked to assist with FACCC's overall advocacy efforts and other tasks if needed.

Ideal candidates for this internship are current community college students or recent community colleges graduates with some experience in organizing and student leadership, including:

- Non-profit, union, or association experience
- Field work in a political campaign
- Community college campus-based organizing and leadership

Candidates must be passionate about the community colleges and their mission, demonstrate initiative, be able to work both independently and in teams, and manage time well. They must be able to speak clearly, write effectively, work as a team player, and be flexible with travel.

**Compensation:**

\$20/hr with the expectation of 10 hours a week. Compensation will also include a health stipend.

**Internship Duration:**

While the duration of the internship will be flexible to accommodate the Student Coordinator's schedule, we seek a one year commitment.

**Selection Process:**

We will keep the position open until filled.

Our selection process includes:

- Resume screening
- Telephone or email conversation seeking basic information on skills
- Zoom meeting serving as a "meet and greet"
- Final interview
- Reference checking
- Final discussion about the terms of employment

## **GETTING STARTED**

Submit the following by email to [ehawkins@faccc.org](mailto:ehawkins@faccc.org):

1. Cover letter summarizing your qualifications and explaining your interest in the position
2. Resume providing academic and work history
3. Writing sample
5. Three references

We will respond only to those applicants who have submitted all requested items.  
Communication will be handled electronically.