

The Cesar E. Chavez Foundation

*3602 W. Thomas Road, Ste. 6 * Phoenix, AZ 85019*

www.chavezfoundation.org

The NDA volunteer will provide service in conjunction with the staff of the Cesar E. Chavez Foundation (CECF), a local non-profit educational organization.

Responsibilities require considerable interaction with both public and private charter school officials across the state of Arizona in a variety of diverse educational settings.

Work will be performed under the supervision of the Arizona Regional Director of the CECF.

Member Duties:

- Assist with coordination of “Educating the Heart” trainings of public and private school teachers.
- Provide follow-up for “Educating the Heart” trainings as necessary
- Oversee coordination of Chavez Service Learning Program (CSLP) community service projects with teachers and students in the classroom.
- Supervise classroom educational enrichment activities coordinated as part of the CSLP.
- Assist with research and technical assistance as required by classroom teachers and student projects in coordination with planning and implementation of community service projects.
- Coordinate events, programs, logistics and any other educational activities for community service projects.
- Be cognizant of the needs and interests of students of all ages and work with teachers to design and implement creative educational community service projects that will fit these needs and interests.
- Assist with the design of recruitment and promotional material for educational trainings and programs as part of the CSLP, including flyers, newsletters, etc.
- Maintain CSLP educational materials including curriculum guides, tool kits and other resources.
- Assist with coordination of Cesar Chavez Day community celebrations, events calendar and requests.

Qualifications:

- Ability to communicate effectively and respectfully
- Ability to work independently and as a member of a team
- Knowledge of basic Microsoft Office programs (Excel, PowerPoint, Word, Publisher, Access, etc.)
- Flexibility
- Good people skills

- Sensitivity to and respect for diverse cultural backgrounds
- Excellent organizational skills
- Willingness to be creative and innovative
- Good common sense and problem-solving skills
- Willingness to work some evenings or weekends, as necessary
- Commitment to promotion of education and community service