

Neighborhood and Community Relations, Office of Immigrant and Refugee Affairs

2019 Urban Scholars Position Description

Job Duties

Undergraduate

Assist in planning the city's Welcoming Week events for 2019--helping to identify location(s) for celebration event(s), contacting community members, governmental entities, and other organizations to participate, assisting in documenting efforts which will be used in preparing a report for Welcoming Week 2019, preparing promotional materials to be used for event, communicating with employees of other city departments to identify unique ways to participate in the event.

Job Skills

- Ability to survey efforts of other municipalities in their welcoming week events and help identify how to create successful community events
- Ability to draft correspondence and reports relating to the event
- Computer skills including Office, Excel Powerpoint
- Some graphic design skills
- Oral communication skills as scholar will need to explain objectives of project to others and identify and work with partners for event