

**MOSAIC Leadership Coordinator**

The Landis Center seeks an experienced MOSAIC Program Coordinator to serve as the Leadership Coordinator for the MOSAIC Program. Through mutually-beneficial partnerships with local community organizations, the Landis Center promotes intellectual growth for students through meaningful, productive, and effective service experiences. The MOSAIC Leadership Coordinator assists in the development of students as leaders through their work in the community.

**Job Responsibilities**

The MOSAIC Leadership Coordinator (MLC) reports to the Director of the Landis Community Outreach Center. The MLC serves as a liaison between team leaders, program coordinators, and the Landis Center professional staff. In addition to working on special projects identified in collaboration with the Director, the MLC coordinates all logistical aspects associated with the daily functions of the MOSAIC program. The MLC works to promote leadership development among team leaders and program coordinators. Through the oversight and management of the MOSAIC program, the MLC will develop advanced peer management skills and understanding of the Landis Center mission, goals and models.

Pre-Semester (Summer and Interim):

* Update and distribute staff information survey
* Update MOSAIC calendar
* Reserve rooms
* Send MOSAIC reminders
* Schedule first team leader meeting
* Update spaces site
* Coordinate service fair logistics
* Email schedule of staff meetings to Tracey Itterly
* Collaborate in coordination and implementation of MOSAIC staff retreat

During the Semester (Fall and Spring):

* Update, distribute and analyze retreat evaluation
* Coordinate MOSAIC staff meeting agendas & food
* Process monthly paperwork
* Oversee MOSAIC staff office hour schedule
* Facilitate team leader meetings
* Maintain and update spaces site
* Oversee social media outlets and ensure a consistent presence
* Send MOSAIC staff reminder emails once per week
  + Paperwork Reminders, event reminders, meetings, break reminders
  + Possibly plan over the summer, possibly plan a tour
* Assist in coordination of van orientation events
* Add staff birthdays to Landis calendar
* Complete projects as assigned (new staff transition assessment, team leader transition process)
* Participate as volunteer or tutor in MOSAIC program
* Coordinate MOSAIC staff selection
* Facilitate new staff training
* Oversee leadership transitions
* Meetings: Weekly one-on-one, minimum of 4 office hours, MOSAIC Staff & TL Meetings, etc.

**Qualifications**

* Excellent interpersonal communication
* Exceptional organizational and time-management skills
* Ability to motivate others and foster a positive, productive work environment
* Willingness to delegate and hold others accountable
* Experience in event planning
* Resourceful, positive and flexible during times of challenge or change
* Ability to problem-solve and manage projects independently
* Demonstrated commitment to and knowledge of MOSAIC leadership models
* Desire to learn and improve through personal reflection and practice
* Ability to maintain professionalism and confidentiality
* Fluency in Microsoft office and website software (word, excel, powerpoint, wordpress, spaces, qualtrics)

**Time Commitment**

The MLC works approximately 10 hours per week for a full academic year with training and transition beginning the previous Spring semester.

**Compensation**

The MLC earns an additional .25 per hour.