**CPSC Office and Outreach Work-study Position**

Community Partnerships for Social Change is looking for a work-study student to dedicate between 5 and 15 hours a week on administrative tasks and communications and outreach work for our office.

**About CPSC**

Since 1987, the Community Partnerships for Social Change program has been a campus resource for students and faculty who wish to integrate their academic interests with their social action/community-based experiences forging a link between the classroom and the community. A primary goal of the program is to facilitate respectful reciprocal relationships between local communities and Hampshire College students, faculty, and staff. We offer community-based internship opportunities, summer internship opportunities, training seminars, and a variety of resources to strengthen students' social justice organizing skills.

**Skills/qualifications:**

- Well organized

- Passion for social justice

- Willingness to work together in a collaborative office environment

- Creativity is a plus!

**Possible duties include:**

Administrative

* Data basing
* Filing
* Photocopying
* Assisting with event planning and preparation
* Gassing up CPSC vans weekly (not required if you are not a defensive driver)
* Potential to expand involvement based on interest and experience

Communications

* Posting information to social media sites
* Creating flyers and other outreach materials
* Fliering around campus
* Designing and creating new bulletin board displays
* Assisting with pamphlet creation
* In-house artist work for CPSC (optional)
* Presenting at events and trainings (optional)
* Potential to expand involvement based on interest and experience

**To Apply**

Please email Ana Lua Fontes to schedule an interview **afontes@hampshire.edu**