



Unity House

Department Name: Office of Multicultural Initiatives

Contact Person: unityhouse@merrimack.edu

Title: **Unity House Coordinator (UHC)**

Work Schedule: School Year

Work Hours per week: No more than 10 hours unless discussed with supervisor. Each UHC member is guaranteed work hours during the week and compensation for UHC meetings, OMI team training, and OMI/UH events/programming.

About Us:

The Unity House (UH) and its leadership team, the Unity House Coordinators (UHC), under the direction of the Office of Multicultural Initiatives (OMI), seek to be active and engaged leaders in the continued enhancement of social inclusion at Merrimack College. We aim to increase understanding of diversity, equity, and inclusion through education and involvement. The UHC recognizes its social responsibility to the Merrimack College community and will continuously strive to provide a platform for underrepresented students. To that effect, the UHC initiates and supports any efforts or causes put forward by members of diversity groups on campus that are parallel with the UH's mission. The UH is a safe and brave space on campus, maintained by the UHC and OMI Professional Staff. Its primary goal is establishing, developing, and maintaining an active network of engaged community members from various campus constituents in the ongoing work towards social justice.

Requirements & Responsibilities:

- Unity House Council Meetings
 - Attend and engage in all UHC meetings
 - Collaboratively plan events and programs during the meeting
 - Assist with brand development and strategizing
- Unity House Work Shifts
 - Must work at least one shift in the UH weekly (Monday - Sunday as assigned)
 - Show up on time for your scheduled shift and fill out the payroll sheet.
 - Welcome and assist visitors in any way possible, including giving tours, talking about the mission of the house, and answering any questions.
 - Assist with any events taking place in the Unity House, including A/V technical support (televisions, projector, Apple TV, music and other AV equipment in space), kitchen support, and any setup needs.
 - Check Unity House email and respond or assign accordingly
 - Restock all supplies and reach out to the supervisor if supplies need to be reordered.
 - Ensure the space is clean, including cleaning out the fridge, emptying/running the dishwasher, checking remotes, checking bathrooms, and doors are unlocked for the opening shift and closed for the last shift.
 - Contact facilities by submitting work orders for any maintenance or cleaning that needs to take place during your shift.
 - Develop and host programming during shifts.
 - Assist with marketing and communication strategies, including campus promotions via flyers, social media, and word-of-mouth (tabling)
 - Create and circulate outreach materials: Flyers, social media posts, etc.



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- Creating, submitting, and tracking budgets for events and initiatives
- Collaborate with student affinity groups and other campus constituents to assist in event planning and execution
 - Promotion of events through personal channels
- Education and Involvement
 - Complete professional development through Academic Impressions, LinkedIn Learning, and other resources.
 - Facilitate educational seminars and trainings such as Safe Zone and Diversity Awareness trainings
- Other duties as assigned by the supervisor.

Merrimack College is committed to building a culturally and racially diverse community, based on the values of diversity, equity and inclusion. We strongly encourage applications from members of underrepresented groups. Candidates should describe in their application previous activities or interests related to equity, diversity, and inclusion, as well as how they will engage in fostering a culture that values diversity and inclusive excellence at Merrimack College.

Rationale for pay classification: Unity House Coordinators will be completing work above basic departmental support, including strategizing, managing projects, facilities management, research, event management, and marketing initiatives.