

Title:	Nicaragua Sister Partnership Coordinator Two positions – Fall/Spring and Spring/Fall
Work Credit:	Full hours in dining Choice of dining co-op
Time Required:	20-24 hours average per month (5-6 hours/week); more hours during delegation/visit years
Responsible to:	OSCA Board, General Membership
Support People:	OSCA President, Co-Coordinator
Appointed by:	Nicaragua Sister Partnership Coordinators (2), President, Programming & History Coordinators (2)
Sit on Appointments:	Nicaragua Sister Partnership Coordinators

General Responsibilities

To organize all committee events and meetings as well as Winter Term trips and corresponding Nicaraguan visits. Committee needs to meet regularly. Get someone to take minutes and e-mail them to everyone (including the Chair of the Board for the weekly Board packet). Educate OSCA and the Oberlin public about the partnership. Maintain funds through OSCA and SFC. Communicate with UNAG contacts: Justo Pastor Mendoza, President of UNAG-Esteli; Flor de Maria Rugama, Administrator of UNAG-Esteli; and Zaida Calero, Representative of the Women's Sector UNAG-Esteli.

Specific Responsibilities

Annual Responsibilities

- 1) Coordinate the reaffirmation all-OSCA vote for the annual contribution. The reaffirmation vote has its own very specific details and rules (see more below).
- 2) Oversee delegation including choosing delegates, establishing a private reading, and coordinating delegation travel.
- 3) Organize the visit of one or two community members of Limay and/or affiliates of the UNAG to Oberlin in years when there is no Winter Term delegation.
- 4) Maintain excellent contact with UNAG through regular phone and/or e-mail correspondence.
- 5) Request funding for education activities through the OSCA budget, Finance Committee proposals, Multicultural Programming Fund, Ad Hoc, your SFC annual budget or other means.
- 6) Bring speakers in both the Fall and Spring semesters, if possible.
- 7) Work with other groups on campus to promote solidarity efforts with Nicaragua and Latin America.
- 8) Ensure that minutes are taken at each committee meeting. Submit meeting minutes or summaries to the Chair of the Board by the beginning of each week's Proposal Planning Committee meeting.
- 9) At least once a semester, convene with other Committee Coordinators at the Long Range Planning Committee meeting to discuss overlap in their work.
- 10) Write monthly activity reports and submit them to the Personnel Committee. The reports should include time spent on these activities.
- 11) Hold your office hour at a regular time each week, to do committee work and be available to answer questions, or meet with people.
- 12) Check your OSCA mailbox regularly.
- 13) Appoint and train your replacement.

14) Revise this job description at the end of the year.

15) Save all electronic files relevant to your position on the OSCA computer server drive before the end of the year.

Additional Responsibilities on Trip Years

- 1) Create an application for the delegation with several essay questions.
- 2) Publicize the trip through announcements, fliers, e-mails, etc.
- 3) Collect and read applications. Interview promising candidates in English and Spanish. Select 3-4 delegates.
- 4) Work with the delegates and the UNAG to plan trip itinerary.
- 5) Confirm travel and housing plans.
- 6) Create a budget for the trip.
- 7) Fundraise to cover trip expenses to the greatest extent possible. (OSCA funds cannot be used for the delegation.)
- 8) Deal with reimbursements and financial and college paperwork.
- 9) Be in touch with Winter Term faculty sponsor, International Studies Office, Winter Term office as necessary.
- 10) Act as a responsible leader and role model on the trip.
- 11) Take photos during the trip, or make sure someone else will take photos, to document the experience.
- 12) Create opportunities for delegates to reflect upon and share their experiences, through conversations, blogs, presentations, writing testimonials, presentations to classes, co-ops, community groups, etc.

Additional Responsibilities on Visit Years

- 1) Communicate with administrator to find out who visitors will be (this is decided by the Limay community).
- 2) Write letters for the embassy explaining the visit in great detail and visitor information.
- 3) Create budget for visit.
- 4) Fund-raise to cover visit expenses.
- 5) Coordinate and confirm visas, travel and housing plans.
- 6) Organize an event to be hosted by visitors.
- 7) Take photos during the visit to document the experience.

Timeline

Fall Semester

- 1) Reach out to iDLECs/DLECs to coordinate a visit to each of the co-ops to explain your position, the committee rep position, and the partnership so they are aware. This could happen the day of the NicSis rep election.
- 2) Coordinate the reaffirmation all-OSCA vote for annual contribution; get this project started as soon as possible because it takes a lot of work; it's best if completed by November
- 3) Begin holding committee meetings as early in the semester as possible, even before all the Committee Reps are officially elected. Otherwise, it will take a long time to get started.
- 4) Start with educating your Committee Reps so that they understand how this project works.
- 5) Plan educational events and activities about the partnership and related issues.
- 6) On trip years, oversee-delegation; choose delegates and establish travel itinerary, fundraise for the delegation.

Spring Semester

- 1) Reach out to iDLECs/DLECs to coordinate a visit to each of the co-ops to explain your position, the committee rep position, and the partnership so they are aware. This could happen the day of the NicSis rep election.

- 2) Continue educational campaigns.
- 3) Begin planning and fundraising for following visit.

Things You Need to Know

You need to read all the OSCA by-laws and continuing policies. (Your committee will receive a copy of the manual.) Understand the reaffirmation vote so that you can spout by-laws by heart. Get started early and delegate responsibility. You need to know all the information about this project because you are the one person that people will come to with questions. Utilize the files in the OSCA office and contact previous Committee Coordinators (see authorship below). Since this project has so much history, talking with people previously involved is very important. The OSCA library has three documentary videos: “For a Little Piece of Land,” “Luchamos,” and “Women of Limay”—watch them. It is important to know Nicaraguan history and the history of the National Farmers and Ranchers Union. You should also become familiar with the current struggles facing the Nicaraguan people the efforts to organize around issues, such as detrimental trade policies and droughts.

Relationships

- Establish a good relationship with your Co-Coordinator to ensure successful collaboration.
- An important relationship is that between delegates and the committee. Require that all delegates attend the committee meetings. Justo Pastor Mendoza and Flor de Maria Rugama are the main contacts for the UNAG. It’s good to keep in contact with other union leaders and community members in Limay, such as Zaida Calero.
- If you need more support, reach out to the OSCA President or the Long Range Planning Committee.

General Advice

- Try to establish a good rapport within the committee—things will be more fun and productive. People do have a tendency to ignore their committee responsibilities. Establish a missed-jobs policy so that you feel comfortable dealing with this issue when it comes up. Give out missed jobs.
- Remember to delegate tasks to Committee Reps and do not try to do all the work yourself.
- Reach out to groups both on campus and in the community who share similar values, interests and goals.

Approved by the Personnel Committee