



EAVP
Office of the
External Affairs
Vice President

EAVP Office Structure & Positions 2024-2025

APPLICATION LINK: <https://tinyurl.com/eavpapp2024>

Dear campus community:

Welcome to the application to the External Affairs Vice President's Office! We are tasked with representing 40,000+ UC Berkeley students before local, state, and federal government officials. Our office is a collective of diverse, passionate, and motivated individuals. We fight for the rights of Cal students before UC leadership, Berkeley City Council, California State Legislature, and Congress. Every year, we send countless students to Sacramento and Washington, D.C. to lobby our legislators. Additionally, we've registered thousands of voters and hosted artists like CupcakKe and Waka Flocka Flame to get out the vote with Votechella!

From bolstering student aid during COVID-19, writing bills in the state legislature, and hosting Congressional Senatorial candidates on campus, our office and community members have stayed busy bringing students to decisionmakers' attention within the various systems that impact us. **We encourage everyone, regardless of major, experience, or background, or physical location, to apply and join our vibrant team for the 2024-25 school year!**

We are recruiting for 7 departments: UC Relations, Local Government Relations, State Government Relations, Federal Government Relations, Vote Coalition, Communications, and People & Community. For more information about each department, the work they do, and the open positions, explore this document!

The priority deadline for positions is August 30th, 2024 and the final deadline for applications is September 6th. The sooner an application is received the more likely you are to get your preferred position and begin engaging in the office sooner. We will contact you for interviews and next steps after you submit your application.

Congratulations on taking the first step! We are ecstatic to get to know your interest in the office and personal narrative. The EAVP's Office recognizes the importance of community first and foremost. We tie together a fervor of social activism with team building, inclusivity, and companionship.

If you have any questions, please do not hesitate to reach out

In Solidarity,

The Office of the External Affairs Vice President

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EAVP Office of the
External Affairs
Vice President

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UC Relations Department

UC Relations Directors (FILLED)

The UC Relations Department supervises all campus organizing relevant to the UC Student Association's Racial Justice Now, UCweVOTE, ACQUIRE, Fund the UC, and SEED campaigns. They will also be responsible for advocacy work focused on the University of California (the Office of the President and the Board of Regents) and will serve on the University of California Student Association (UCSA) Board of Directors as one of the Campus's Organizing Directors. They will also work with the EAVP and relevant department heads to support recruitment, travel, and coordination for the 3 UCSA conferences (the Student Organizing Summit, the Students of Color Conference, and the Student Lobby Conference) that occur throughout the school year. The UC Relations Director also serves as the voting organizing liaison to the UC Student Association Board of Directors and reports to the EAVP and External Head of Staff.

Campaigns

The University of California Student Association (UCSA) organizes its student advocacy efforts around 5 primary campaigns, 4 of which fall under the UC Relations Department and are described below. For each campaign, student leaders from every UC gather to strategize around opportunities for collective action while speaking to the unique needs of their campus. We are seeking passionate and dedicated students to fill these roles.

ACQUIRE (A Campaign for Quality in Resources and Education) Campaign	This initiative is aimed at abolishing hunger on campus. These students will spearhead efforts to advocate for increased funding for Basic Needs Centers, with a focus on creating and expanding food security programs for reentry, undocumented, and international students—populations often excluded from programs like CalFresh and other government assistance.
Fund the UC Campaign	Fund the UC focuses on organizing efforts to ensure that the University of California allocates a state grant specifically for nontraditional students and foster youth. Many students from extenuating circumstances face significant barriers in accessing financial aid, and this grant would provide crucial support to ease their financial burdens. The Campaign Coordinator & Associates will play a key role in advocating for this funding across the UC system, mobilizing students, and engaging with university leadership.
RJN (Racial Justice Now) Campaign	With this initiative, students will focus on organizing coalitions to advocate for the passage of Prop 6, which seeks to ban involuntary servitude as legal punishment in California, and to block Prop 36, which

	proposes harsher sentencing for petty theft and nonviolent drug crimes. Both measures are critical in addressing the criminalization of homelessness and combating the disproportionate impact of mass criminalization on BIPOC communities. <u><i>It is imperative to understand that the Racial Justice Now Campaign historically has and continuously will center the lives, stories, and voices of Black and Afrikan students across the University of California. The Office of the Executive Affairs Vice President affirms these values, and will ensure that this campaign not only amplifies the demands of marginalized communities but actively works to dismantle systemic racism within the university and beyond. We are committed to fostering an inclusive environment where every student can thrive, free from the oppressive structures that have historically targeted our most vulnerable populations.</i></u>
SEED (Students Enacting Environmental Defense) Campaign	The SEED (Students Enacting Environmental Defense) initiative focuses on ensuring the University of California (UC) adheres to NAGPRA (Native American Grave Protection and Repatriation Act) compliance. NAGPRA is a federal law that mandates the return of Indigenous human remains and cultural artifacts to their rightful tribes. Despite the presence of NAGPRA officers within UC, the lack of mobilization and accountability has strained relationships with Indigenous communities. Campaign coordinators and associates will play a critical role in organizing efforts to address these issues, rebuild trust, and advocate for meaningful change. <u><i>The Office of the Executive Affairs Vice President recognizes that UC Berkeley sits on on the territory of the xucyun, the ancestral unceded land of the Chochenyo speaking Ohlone people, the successors of the sovereign Verona Band of Alameda county. With a focus on Indigenous sovereignty, the SEED campaign establishes environmental justice and Indigenous initiatives within and across the University of California campuses, affiliations, and surrounding communities through community organizing, coalition building, education, and legislative advocacy.</i></u>

Campaign Coordinator

Hours: 3-7 hours per week

Hiring: 1 per campaign

Key Responsibilities:

- **Stakeholder Engagement:** Collaborate with campus organizations, student groups, and community partners to build a coalition supporting the campaign's goals.
- **Data-Driven Advocacy:** Utilize data from the Basic Needs Resource Center to highlight the

need for increased support and to shape persuasive arguments for funding.

- **Outreach & Mobilization:** Organize events, workshops, and campaigns to raise awareness of food insecurity issues affecting reentry, undocumented, and international students.
- **Resource Development:** Assist in the creation of educational materials and resources to support students in need, and ensure they are widely distributed and accessible.
- **Volunteer Coordination:** Recruit, train, and manage a team of volunteers to support the campaign's activities and outreach efforts.
- **Strong Communication Skills:** Report back to the UC Relations Directors and have the ability to communicate clearly and persuasively with diverse audiences, including students, university officials, and community partners.

Qualifications:

- **Passion for Social Justice:** A deep commitment to advocating for underrepresented and vulnerable student populations.
- **Strong Leadership Skills:** Proven ability to lead campaigns, manage teams, and coordinate complex projects.
- **Organizational Skills:** Ability to manage multiple tasks, prioritize effectively, and meet deadlines in a fast-paced environment.

Campaign Associates

Hours: 2-3 hours per week

Hiring: 1-2 per campaign

Key Responsibilities:

- **Support Campaign Efforts:** Assist the Campaign Coordinator in planning and executing advocacy initiatives aimed at securing funding from UC Regents and UCOP for food security programs.
- **Outreach & Engagement:** Help coordinate outreach efforts to engage students, faculty, and community partners in the campaign, including organizing events and information sessions.
- **Communications Support:** Contribute to the creation of campaign materials, such as flyers, social media content, and informational resources, to raise awareness and promote the campaign's goals.
- **Volunteer Coordination:** Assist in the recruitment, training, and management of volunteers to support the campaign's activities and events.
- **Excellent Organizational Skills:** Ability to manage multiple tasks and prioritize effectively in a dynamic campaign environment.

Qualifications:

- **Passion for Social Justice:** A strong commitment to advocating for underrepresented and vulnerable student populations.
- **Excellent Organizational Skills:** Ability to manage multiple tasks and prioritize effectively in a dynamic campaign environment.

- **Strong Communication Skills:** Ability to communicate clearly and persuasively with diverse audiences, including students, university officials, and community partners.
- **Team Player:** Ability to work collaboratively as part of a team and take direction from the Campaign Coordinator.

Local Government & Community Relations Department

Local Government & Community Relations Co-Directors (FILLED)

The Local Government & Community Relations Department supervises all advocacy work focused on the City of Berkeley, maintaining strong relationships with city officials, neighborhood officials, community organizations, and other relevant groups, maintaining knowledge on relevant items before City Council, and developing the EAVP office's advocacy strategy for these items. This department also handles all urgent, on-campus mobilization needs requiring rapid response, and thus their role shifts vastly based on the changing needs on campus. The department is also responsible for interfacing regularly with campus communities and strategically supporting their organizing needs. The Local Government & Communication Relations Director also serves as the voting organizing liaison to the UC Student Association Board of Directors. This position reports to the EAVP and External Head of Staff.

Local Government & Community Relations Deputy Director (FILLED)

The Local Government & Community Relations Deputy Director assists the Local Government Relations Director in all matters of overseeing the department, directly coordinating with Legislative Associates and assisting them in developing their teams and advocacy plans. The Deputy Director will fill in for the Director at EAVP meetings when necessary. This position reports to the Director.

Legislative Associates

Hours: ~ 5 per week

Hiring: 1-2 per position

Legislative Associate: Transportation

Reports to the Department Co-Heads and Deputy. The transportation lead will advocate for students' priorities on transportation, supporting the expansion of public transit access.

Works with: AC Transit Board of Directors, UC Berkeley Parking & Transportation Department

Liaison to: P&T EasyPass Commission

Legislative Associate: Mobility & Accessibility

Reports to the Department Co-Leads and Deputy Lead. The mobility and accessibility

lead will advocate for students' priorities on safe, complete streets, expanding micro mobility access, ADA compliance and disability advocacy. Will push for initiatives that reduce pedestrian and cyclist deaths and injuries and improve access to and throughout the Southside and campus.

Works with: Berkeley City Council, AC Transit Board of Directors, UC Berkeley Parking & Transportation Department

Liaison to: P&T Equity & Mobility Commission

Legislative Associate: Housing & Tenancy

Reports to the Department Co-Leads and Deputy Lead. The housing and tenancy lead will advocate for students' priorities on building housing and supporting tenants' rights. Will monitor campus housing projects, particularly the People's Park development, advocate for upzoning, mixed-use developments and affordable housing initiatives, and work to expand tenants' rights in Berkeley.

Works with: Berkeley Tenants' Union, Berkeley Rent Board, East Bay for Everyone, Cal Housing, People's Park organizers

Liaison to: Berkeley Tenants' Union, Berkeley Rent Board

Legislative Associate: Police

Reports to the Department Co-Leads and Deputy Lead. The police lead will advocate for students' priorities on policing and criminal justice, supporting policing reform. They will monitor updates on "TextGate" and other corruption concerns within both UCPD and BPD. They will monitor police presence at campus and city events, particularly protests. They will serve as a liaison to campus groups in need of ASUC involvement in police issues.

Works with: Berkeley Copwatch, Berkeley Police Accountability Board

Liaison to: Berkeley Copwatch

Legislative Associate: UC & Campus Relations*

Reports to the Department Co-Leads and Deputy Lead. The UC and Campus Relations lead will work with campus and city groups to understand their priorities and how the EAVP can best support them. The UC and Campus Relations lead will work with campus and city groups to understand their priorities and how the EAVP can best support them. They will work closely with affinity groups, working with pre-existing organizations and supporting the creation of others.

Works with: Cal Dems, Cal YDSA, Telegraph for People, Berkeley Chess Club, People's Park organizers, Daily Cal, BerkeleySide, and more

Liaison to: City commissions and campus community groups of interest, Berkeley City Council.

**Can be split into separate UC relations and Campus relations roles as needed.*

State Government Relations Department

State Government Relations Director (FILLED)

The State Government Relations Director supervises all advocacy work focused on California state government (the Governor and Legislature), assists the EAVP with advocacy work focused on the University of California (the Office of the President and the Board of Regents), and oversees the Department. The State Government Relations Director establishes and maintains strong relationships with Bay Area state legislators, stays up-to-date on state politics (especially on items relating to the UC budget, financial aid, tuition, basic needs, student health services, racial justice, and climate change/the environment), and develops the office's advocacy strategy for these items. The State Government Relations Director also serves as the voting legislative liaison to the UC Student Association Board of Directors. This position reports to the EAVP and Heads-of-Staff.

State Government Relations Deputy Directors (FILLED)

The State Government Relations Deputy Director assists the State Government Relations Director in overseeing the Department and directly oversees the General Department Associates. The Deputy Director will fill in for the Director at EAVP office meetings when necessary. This position reports to the Director.

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Legislative Associates

Hours: 7-10 hours/week

Hiring: 6-8 associates

Legislative Associates	Legislative Associates will manage all interactions between the EAVP and the state legislature, including but not limited to: tracking legislation, coordinating lobby visits, attending committee hearings virtually and/or in-person, drafting budget asks, conducting legislative research/analysis, and writing policy briefs. Most importantly, every legislative associate will come up with, lead, and complete their own real-world policy project, such as developing legislation or a budget request start to finish. No experience in any of the work described above is needed! Most legislative associates will be issue-based, i.e. leading on and assigned to tasks pertinent to a specific area that they are passionate about. We will discuss more about this when the school year starts. Issue areas are as follows: <i>Available Projects:</i> ☐ <i>Economic Access</i> ☐ <i>Health and Wellness</i> ☐ <i>Disability Justice</i> ☐ <i>Gender Equity and Gender-based Violence</i> ☐ <i>Harm Reduction Policy</i> ☐ <i>Other</i>
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Programming Associates

Hours: 5-7 hours/week

Hiring: 6-8 associates

Programming & Engagement Associates	Programming and Engagement Associates will coordinate events, projects, and activities bridging the gap between state lawmakers, agencies, organizations/stakeholders, and the UC Berkeley student body. They will be in charge of bringing public officials to campus, brainstorming and hosting community events where UC Berkeley students can connect with the state government, liaise with other stakeholders and organizers in the state, and support statewide coalition-building efforts for department projects. No experience in any of the work described above is needed!
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Assignment: Associates will serve from the time of appointment to May 31, 2024. Candidates must be able to attend departmental meetings (1 hour, weekly) and EAVP All-Staff meetings (1-2 hours, biweekly), and commit 2-4 additional hours per week to office-related work. Our department will strive to be flexible with your schedule, however clear communication is expected.

Federal Government Relations Department

Federal Government Relations Director (FILLED)

The Federal Government Relations Directors will supervise all advocacy work focused on the presidential administration, Congress, and any national or out-of-state partners we collaborate with, and oversee the Federal Government Relations Department. The Directors will maintain strong relationships with Bay Area’s lawmakers as well as California’s two senators, maintain knowledge on all pertinent items before the federal government (especially those relating to higher education accessibility and affordability/the Higher Education Act, Title IX, immigration policy, and the Supplemental Nutrition Assistance Program), and develop the EAVP office’s advocacy strategy for those items. The Federal Government Relations Directors will also serve as the non-voting legislative liaison to the UC Student Association Board of Directors. This position reports to the EAVP and Heads-of-Staff.

Federal Government Relations Deputy Directors (FILLED)

The Federal Government Relations Deputy Directors will assist the Federal Government Relations Directors in overseeing the Department and directly lead the Federal Interns. The Deputy Director will fill in for the Directors at EAVP office meetings when necessary. This position reports to the Director.

Policy Leads

Hours: 7-10/week

Hiring: 1-2 students per position

Policy Leads are responsible for creating federal legislative priorities and coordinating advocacy for their issue area. Applicants should be passionate about their respective issue areas, driven to create change, and willing and eager to learn about legislative systems. Previous policy experience is optional and **freshman and transfer students are encouraged to apply.**

Leads will:

- Be trained in the federal legislative process and lobbying
- Research and analyze federal legislation relating to their issue area
- Finalize ASUC legislative priorities in their issue area
- Create fact sheets and lobbying scripts
- Facilitate events with candidates, legislators, and activists for UC Berkeley students
- Host roundtable discussions with organizations and impacted communities on campus related to their issue areas
- Create bipartisan federal voting guides for the upcoming election with legislation relevant to issue areas
- ***Possibly have the opportunity to travel to Washington D.C. to meet with legislators and advocate for student needs***

Responsibilities specific to each area are detailed below:

Basic Needs + Financial Aid Policy Lead	Policy leads will be able to research and learn about federal bills that provide college students with adequate financial resources to ensure a stable college career for all. Leads will use this knowledge to lobby for legislation that helps with financial aid, food security, housing, and more. Leads are encouraged to think outside the box for campus-wide solutions and collaborate with on-campus organizations, as well as to gather information from the campus community about their financial needs and conditions.
Gender + Bodily Autonomy Policy Lead	Policy Leads will research and track legislation connected to the LGBTQ+ community, SVSH (Sexual violence, sexual health), and abortion and reproductive rights. They will build relationships with campus stakeholders, such as the ASUC Menstrual Equity Commission or Path to Care, and coordinate federal advocacy on the issues they identify as most important.

Budget Lead	Budget Leads will become experts on the federal budget process. They will research elements of the federal budget related to student priorities and identify potential budget requests for our lobbying efforts. They may also help to write letters of support for UC Berkeley grant applications and help Department Directors identify and apply for funding for lobbying trips.
Environmental Justice + Climate Change Policy Lead	Policy Leads will research federal bills relating to Environmental Justice and Climate Change. They will work with the Budget Lead to advocate for funding for UC Berkeley's decarbonization and engage with student environmental organizations such as SERC and the ASUC Eco-Office. Leads are encouraged to create new projects and think outside the box for solutions that raise awareness for environmental issues and promote progress federally.
Immigration Policy Lead	Policy leads will be able to research and learn more about federal bills that relate to immigration policy. Leads are encouraged to create new projects that advocate for our undocumented student population and raise awareness for undocu students' issues, such as financial aid, DREAM Act, and more. Leads will communicate with our undocu student population and collaborate with organizations to seek different approaches and perspectives.
Mental Health + Health Care Policy Lead	Policy Leads will track and research legislation and policy relating to mental health and health care in the US. They will spearhead initiatives benefiting the mental and physical health of the student body such as writing letters to change university policy and lead federal advocacy in the space.
LGBTQIA+ Policy Lead	Policy lead will research legislation relating to LGBTQIA+ rights and work to create relationships on campus with LGBTQIA+ communities and organizations on campus. They will continue research on the Transgender Bill or Rights as well as other rights that may be impacted or improved through federal legislation.
Civil Rights/Racial Justice Policy Lead	Policy lead will examine current nationwide advocacy efforts related to racial justice and civil rights. They will form relationships with organizations and communities on campus that are passionate about racial justice/civil rights and seek input on how to advocate alongside students for more equitable treatment of marginalized groups.

Other	<i>If applicants are passionate about promoting federal advocacy for an issue area not mentioned above, they can suggest an alternate policy lead position.</i>
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Vote Coalition

Vote Coalition Director (FILLED)

The Vote Coalition Director will lead the Vote Coalition, overseeing the office's voter registration efforts, civic engagement programming (including VoteCo events like Votechella and the Creating Citizens Speaker Series), and voter education efforts ahead of the 2024 Presidential Election. The Director will collaborate with campus groups — including the Andrew Goodman Ambassadors and CalPIRG — on voter registration efforts, and will be the point person in working with campus organizations, the campus administration, the city government, and the county to make voting as accessible and inclusive as possible for all eligible UC Berkeley students.

Vote Coalition Deputy Director of Programs (FILLED)

The Deputy Director of Programs works directly with the Vote Co Directors to manage the logistical aspects of planning Vote Co's marquee events like Votechella and the Creating Citizens Speaker Series. Additionally, they help coordinate tabling for voter registration and event promotion on Upper Sproul and work with the rest of the team to develop new programs.

Vote Coalition Deputy Director of Civic Education (OPEN)

The Deputy Director of Voter Education leads VoteCo's efforts to educate our campus community about the importance of exercising their vote. This semester they will take the lead on creating voter guides for the upcoming 2024 Presidential Election, coordinating with other departments in the office to determine which issues should be highlighted. They will also compile voter information resources (used for tabling and other events) for both in-state and out-of-state students, as well as information on how to encourage those who cannot vote to be civically engaged. They will collaborate with the other VoteCo deputies on providing up-to-date voting information used in VoteCo programs, events, and social media campaigns. They also will provide support to the Civic Engagement 101 DeCal, providing guidance to the students who are currently teaching it.

Vote Coalition Deputy Director of Communications (Carmen Berry)

The Deputy Director of Communications and Outreach will organize the creation of graphics and manage the Vote Co. Instagram page and other social media accounts. They will lead updates to the Vote Co website, outreach to non-profit and corporate sponsors, and communications with registered student organizations. Throughout the school-year, the Deputy Director of Communications and Outreach will send out consistent reminders and resources to students, which EAVP staff can then

share to their pages/communities — thereby creating a wide reach to Cal students. Ideally, proficient in Canva and Instagram.

VoteCo Associates

Hours: 3-7/week

Hiring: 1-3 students/position

Programs Associate	VoteCo's Programs Associates will work to oversee all programming and events under the Vote Coalition. This will include assisting in the handling of external outreach, such as coordinating campus events and meetings with prominent politicians and civic leaders. The Programs Associate will also assist with the logistical aspects of planning Vote Co's marquee events like Votechella and the Creating Citizens Speaker Series.
Civic Education Associate	VoteCo's Civic Education Associates will focus on civic education initiatives within the Vote Coalition Department. This will include assisting with the creation of voter guides for the 2024 Presidential Election, which will be their big project throughout the fall semester. They will also assist with the running and creation of content for the Civic Engagement 101 DeCal, work closely with Berkeley area public schools to increase and run local civic education initiatives for UC Berkeley, and ensure that the voter information provided by the education department is relevant to student interests.
Communications Associate	VoteCo's Communications Associates will work to run coordinated communications, public relations, and social media of the EAVP Vote Coalition. This shall include creating graphics for the Vote Coalition Instagram, brainstorming creative media campaigns to increase Berkeley voter registration, and coordinating with the EAVP office Communications team on collaborative public relations.

Communications Department

Communications Director (**OPEN**)

The Communications Director will supervise and finalize all work done by the communications department. This role requires constant communication and delegation of tasks within the department and attention to detail regarding everything we publish as an office. The Communications Director will be in charge of project completeness with the deadlines for them in mind. This requires a visionary leader with an understanding of communications strategies that will enhance and develop the mission of the Office of the External Affairs Vice President. Lastly, this position requires constant communication with the Internal Chief of Staff.

Deputy Communications Director (OPEN)

The Deputy Communications Director assists the Communications Director in all matters of overseeing the department, directly coordinating the interns and assisting them in developing their portfolios. The Deputy director will assist the director in developing and executing comprehensive communication strategies by helping manage the different roles in the department and filling in for the Director at EAVP **meetings** when necessary. This position reports to the Director.

Communications Associates

Hours: 3-5/week

Hiring: 1-3 students/position

Graphic Design Interns	Graphic Design Interns will work to create graphics for the EAVP Instagram and other social media pages, brainstorm creative media campaigns to increase engagement with EAVP campaigns and programs, and collaborate with other departments on all graphic needs.
Public Relations Interns	Public Relations Interns will work with the Communications Director, Heads of Staff, and EAVP to release statements by the EAVP in response to major events and issues in the community on social media and to local and state news agencies. Additionally, PR interns will work with representatives from each department to ensure that all campaigns, programs, and events hosted or co-hosted by the EAVP office are properly connected with campus and community groups.
Social Media Interns	Social Media interns will work with the Communications Director to run the social media posts and online engagement of the EAVP office. This shall include crafting and executing compelling vertical video and graphic content for TikTok, Instagram, Twitter, and other social media platforms. Additionally, interns shall expect to be involved with scheduling posts, engaging with partners accounts, leading takeovers and brand content,

	monitoring results of social media content, and helping plan a growing social media presence.
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People & Community Department

Hours: 3-5/week

People & Community Co-Director (OPEN)

The Director of People and Community supports the office's overall cohesion by ensuring all members feel included in the EAVP community, coordinating and overseeing recruitment, developing opportunities for engagement and social connection between staff, maintaining the office's overall events calendar, and serving as the primary contact for any community concerns. They will track overall member attendance, engagement, and retention and work with the Internal Head of Staff and EAVP to develop and ensure adherence to office values. This position reports to the EAVP and Internal Head of Staff.