

PACE UNIVERSITY JOB ANNOUNCEMENT

JOB TITLE : PROGRAM COORDINATOR
DEPARTMENT: THE CENTER FOR COMMUNITY ACTION AND RESEARCH
LOCATION: NEW YORK CITY
POSITION TYPE: FULL-TIME

DEPARTMENT DESCRIPTION:

The Center for Community Action and Research works to support an active, educated, empowered and engaged community. We facilitate university/community partnerships that put our strengths to work on fulfilling community need while giving members of the Pace community the opportunity to learn about, and have an impact on, issues of social importance. We accomplish this through planning and supporting service programs, facilitating discussion and dialog on current social and political issues, administering a student civic leadership program, supporting and assessing community-based learning courses, and more.

JOB DESCRIPTION:

- Collaborate with the Pace community to initiate, implement, and supervise one-time and ongoing volunteer and civic engagement programming.
- Student staff are an integral part of our office. The Program Coordinator will interview, hire, supervise, train and mentor student-staff service coordinators.
- Assist in the CCAR program assessment process.
- Coordinate, integrate, and maintain the CCAR's social media presence.
- Broker and maintain diverse partnerships between members of the Pace community and local community partners for the purpose of developing civic engagement initiatives.
- Assist in the formulation and implementation of the CCAR's marketing plan.
- Co-coordinate our Alternative Spring Break program with local community partners, policy centers, and academics to create an educational civic engagement program on a local/national social or political issue.
- Assist with ongoing office activities including purchasing, scheduling, office management, information and referral.

JOB REQUIREMENTS:

Bachelor's Degree required. Minimum of 2 years' work experience in civic engagement or community service programming with a nonprofit, advocacy or grassroots organizing organization required. Experience working with college students and in utilizing social media to further professional goals highly desirable. Must possess excellent interpersonal and communication skills as well as demonstrated ability to give public presentations, write reports, and create outreach and program materials. Experience with service program development, implementation and knowledge of non-profit agency profile and infrastructures a plus. Occasional travel between Pace University campuses required. Some evenings and weekends are required.

**Pace University is an Equal Employment and Affirmative Action Employer, M/F/H/V, committed to ensuring a diverse learning and working environment.
Women and minorities are encouraged to apply.**

