

CORNELL COLLEGE

JOB DESCRIPTION

JOB TITLE: Social Justice Program Coordinator
DEPARTMENT: Student Life
REPORTS TO: Director of Civic Engagement
WAGE: \$7.25 per hour

OFFICE: Civic Engagement
DIVISION: Student Affairs
TERM: Academic year

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Coordinate service opportunities for students interested in addressing issues of poverty and social justice.
2. Serve as a liaison between the Civic Engagement Office, local non-profits and community programs addressing issues of poverty and social justice, and related student organizations on campus including Students Together Eradicating Poverty.
3. Develop and implement programs and events to educate the campus community about issues of poverty and social justice.
4. Support and promote campus and community sponsored programs, events, and lectures related to social justice.
5. Attend bi-weekly staff meetings
6. Meet with the Director of Civic Engagement one-on-one 1-2 times each block
7. Assist in the marketing and promotion of the Civic Engagement Office
8. Coordinate activities with other members of the staff and work as a team to achieve the goals of the Office of Civic Engagement
9. Assist with other projects and duties as assigned

REQUIREMENTS:

Interest in service and in coordination of service programs; positive attitude; willingness to be flexible and to adapt to change quickly; strong written and oral communication skills; basic computer skills

EXPECTATIONS:

You will have a \$1000/year college work-study award with the Civic Engagement Office. This position requires a federal work study award. This will allow for 5-6 work hours each week of the block. The Coordinator is encouraged to check in at the office regularly and is expected to work at least three hours in the office each week during the first three weeks of the block. A professional attitude, appearance and demeanor must be maintained when in the office. Confidentiality is expected in all matters containing sensitive information.

Beyond the specifically detailed description of duties, the coordinator is asked to work on basic office tasks, including running errands, copying, typing, and cleaning areas.