

<b>Job Title</b>	Social Justice Program Coordinator
<b>Office/Department</b>	Civic Engagement Office
<b>Location/Building</b>	Thomas Commons, 213
<b>Supervisor</b>	Coordinator of Civic Engagement
<b>Rate of Pay if not Minimum Wage</b>	Minimum Wage

### Position Summary

The Social Justice Program Coordinator works to develop and sustain Social Justice programming on the Cornell College campus and within the local communities. This role works closely with the Social Justice Initiative at Cornell and with local community organizations to help promote social justice at Cornell.

### Principal 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
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

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| <input type="checkbox"/> Phone Coverage                               | <input checked="" type="checkbox"/> Photocopying      |
| <input checked="" type="checkbox"/> Data Entry                        | <input type="checkbox"/> Cataloging                   |
| <input type="checkbox"/> Research Assistant                           | <input type="checkbox"/> Operate Switchboard          |
| <input type="checkbox"/> Tutoring                                     | <input checked="" type="checkbox"/> Scheduling        |
| <input type="checkbox"/> Athletic Training                            | <input type="checkbox"/> Telemarketing                |
| <input type="checkbox"/> Maintenance                                  | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Receptions/Registrations                     | <input checked="" type="checkbox"/> Microsoft Word    |
| <input checked="" type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Access             |
| <input checked="" type="checkbox"/> Microsoft Excel                   | <input type="checkbox"/> Installing Hardware          |
| <input checked="" type="checkbox"/> Microsoft PowerPoint              | <input checked="" type="checkbox"/> Internet Searches |
| <input type="checkbox"/> Dreamweaver                                  | <input type="checkbox"/> Graphic Arts                 |
| <input type="checkbox"/> Troubleshooting PCs                          | <input type="checkbox"/> Sports Statistician          |
| <input type="checkbox"/> Sports Information                           | <input type="checkbox"/> Shelving Books               |
| <input type="checkbox"/> Audiovisual Skills                           | <input type="checkbox"/> Interlibrary Loan            |
| <input type="checkbox"/> Library Circulation Desk                     | <input type="checkbox"/> Food Preparation             |
| <input type="checkbox"/> Photography                                  | <input type="checkbox"/> Cash Register Skills         |

- Maintain Inventory
- Heavy Lifting Required

**Additional Job Qualifications**

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 for the first three weeks 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.

**Working Conditions**

Office Environment