ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director/
Community Engagement and Operations

DEPARTMENT: Center for Community Engaged Learning
Lincoln Center

POSITION SUMMARY:
The Assistant Director for Community Engagement and Operations provides community engagement, operational, and campaign management support for the Center for Community Engaged Learning, with a focus on three main areas: (1) maintains a portfolio of community partners and strong community connections in the Lincoln Square area, (2) provides campaign management support for initiatives run by the Center 3) provides logistical and operational support for CCEL administration. This is a full-time, exempt position reporting to the Director of Campus and Community Engagement.

RESPONSIBILITIES:
• Participate in regular internal and external meetings and represent CCEL as needed.
• Manage a portfolio of community partners in the Lincoln Square area and in the Bronx.
  o Consistently communicate with partners and explore opportunities to collaborate and share resources.
  o Stay abreast of needs and opportunities in the community via an asset-based approach.
  o Participate consistently in stakeholder meetings, including but not limited to Community Education Council, Manhattan Borough Board, Community Board, local initiatives, etc.
• Devise Campus and Community Engagement campaigns timeline and schedule;
• Execute campaign effectively, on schedule, and on budget;
  o Effectively structure campaigns and their different components, by integrating and collaborating with CCEL staff.
  o Run a strong logistical operation in the planning and execution of events.
  o Keep close attention to timelines, deliverables.
  o Track results and be able to course correct to meet campaign goals.
• Work in partnership and coordination with the Assistant Director of Communications and Project Management and organize an optimal marketing campaign.
• Work in partnership and coordination with the Assistant Director of Immersions to amplify current CCE projects.
• Coordinate internal and external volunteer programs.
• Prepare and disseminate regular summary reporting for the Director of Campus and Community Engagement and Executive Director.
• Routinely analyze data and troubleshoot to understand issues and identify solutions; proactively plan for contingencies.
• Support in the planning and execution of events and special projects.

QUALIFICATIONS:
• Bachelor’s Degree in a related field or comparable work experience required; Master’s Degree preferred.
• Minimum three to five years working in issue-based or political campaigns, with experience in communications, community/student engagement, and/or curricular and co-curricular programming preferred.
• Prior experience teaching or implementing student programs, especially at the college level, is preferred.
• Fluency in another language commonly spoken in New York City is highly valued.
• Strong understanding and personal commitment to Jesuit educational mission & Ignatian spirituality.
• Excellent verbal, written, and visual communications, presentation, and motivational skills; polished interpersonal and influencing skills
• Display a deep commitment to anti-racist principles and the ability to transmit these values through workshops/trainings for a wide variety of audiences.
• Cooperative, honest, flexible, and respectful of staff, students, visitors, and community partners, and interact with all constituents in a courteous, professional, and customer-service oriented manner.
• Willing to work on occasional evenings and weekend work required.

SALARY: Commensurate with experience
FLSA CATEGORY: Exempt
START DATE: ASAP
SEND LETTER AND RESUME TO: smirandaalarcon@fordham.edu