

Position Announcement (08/24/18)

Title: Re-Entry Program Assistant Coordinator

Responsibilities:

The Re-Entry Program Assistant Coordinator provides planning, management, and coordination support to the Equity and Inclusion in Re-Entry Educator and program, and implements educational programming and activities that promote and sustain a smooth transition for individuals returning to Tompkins County following incarceration. This position supports the collaboration of agencies and community experts working to collectively impact the re-entry system and create meaningful opportunities for people returning from incarceration. This includes community education and awareness.

Qualifications:

Associate's degree or equivalent education. High School Diploma/GED plus 1 year transferrable experience may substitute. Two years' experience in community and cultural organizing, administration, program management or related field. Experience in customer service, outreach and marketing. Proficiency with Microsoft Office applications, email, internet and social media. Ability to work occasional evenings and weekends and ability to meet acceptable background check standards. Demonstrated experience and knowledge of racial and cultural equity & inclusion is preferred. Experience with research and data analysis also preferred. As well as experience in directing and collaborating with volunteers and interns is desired.

Hours/Benefits:

Position is part-time (30 hours/week) which may increase to full time (40 hours) and includes full benefit package including health and dental insurance, retirement, life insurance and more.

Inquiries: Questions in advance of application should be directed to Taili Mugambee, Equity and Inclusion in Re-Entry Educator, 607-272-2292 or email tm554@cornell.edu.

Application: Individuals interested in this position should apply on-line. A link to the full position description and application process is available at: ccetompkins.org/jobs. The posting will remain open until we have a suitable pool of candidates.

Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

Cornell Cooperative Extension of Tompkins County
Education Center
615 Willow Avenue, Ithaca, NY 14850
Phone: 607-272-2292 / Fax: 607-272-7088
Email: tompkins@cornell.edu
Web: www.ccetompkins.org

All Cornell Cooperative Extension positions are contingent upon adequate performance and availability of funds.

Helping you put knowledge to work.

Cornell Cooperative Extension is an equal opportunity, affirmative action educator and employer.