

Position Announcement

Title: Client Services Manager, 4-H Primitive Pursuits Program

Responsibilities: This individual will be responsible for customer communication, correspondence, record keeping, and enrollment and registration while supporting the administrative efforts of Cornell Cooperative Extension's 4-H Primitive Pursuits program. The majority of this support will come from implementing client relations management software, managing spreadsheets, cultivating communication with clients, intake coordinating and maintaining accurately detailed accounts and reports. This person will also provide administrative support to fundraising and marketing projects in the program.

Qualifications: High School Diploma or equivalent education. Experience relevant to the position. Ability to identify and achieve goals independently. Thrives in fast-paced work environments. Initiates creative and efficient problem-solving. Demonstrated skill in using a variety of software, including, Excel, and/or other data management systems. Demonstrated ability to enter data quickly and accurately. Written and verbal communication skills worthy of public representation and professional rapport. Ability to work in a changing environment and engage in challenges every day. Creative, pleasant demeanor and interest in the program's mission are desired. Ability to identify needs of parents and youth, particularly youth in at-risk environments. Knowledge of or familiarity with comparable database/cloud management software programs is highly valued. Experience in fundraising and marketing campaigns is also desirable.

Salary Range: \$13.00 - \$16.00/hour depending on experience

Hours/Benefits: Position is full-time (40 hours/week) with some fluctuation down to 30 during slower times (fall). Position includes full benefit package including health and dental insurance, retirement, life insurance and more.

Inquiries: Questions in advance of application should be directed to Sarah Birnbaum, Primitive Pursuits Program Director, 607-272-2292 or email sb2275@cornell.edu.

Application: Visit www.ccetompkins.org/jobs for information on how to apply and for a link to the full position description. Only electronic applications are accepted. If you have limited Internet access, please contact us for assistance. We are committed to helping people overcome barriers that may stand in their way of employment at CCETC. Applications will be accepted until position is filled.

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

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