

Position Announcement

Title: Rural Youth Services Assistant Coordinator

Responsibilities: This individual will provide Administrative support to the Rural Youth Services Coordinator as well as assist with programmatic oversight to RYS Programs, which are community and school-based programs that provide 4-H Youth Development programs to youth throughout Tompkins County. This person will work closely with the Rural Youth Service Coordinator and Tompkins County Youth Services Department liaisons to monitor and deliver CCE youth programming that meets the individual needs and priorities of contracting municipalities within the Rural Youth Services System. This person will also work with the 4H Youth and Community Development Issue Leader to develop programming as appropriate, with input from the educators, Youth Services Department Liaisons, and RYS Coordinator. This individual will manage and direct a large volunteer base and will direct and assist a workforce development program for youth across several communities. This individual will also provide oversight for transportation management and logistics, providing support for the 4-H Youth Development van fleet.

Qualifications: Bachelor's degree and a minimum of 3 years' relevant experience. Dynamic team leader, highly organized. Strong supervision skills. Ability to create and manage complex budgets. Knowledge and experience of youth and positive youth development. Ability to communicate effectively orally, in writing, and with electronic technology and ability to apply those skills to grant writing and/or review. Experience working with undergraduate populations and experience implementing risk management practices preferred. Also desirable knowledge of and experience with trauma-informed practices around youth and experience with youth employment programs.

Salary: \$43,264

Hours/Benefits: Position is full-time 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 Shelley Lester, Rural Youth Services Coordinator, 607-272-2292 or email slj44@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. Resume review will begin on January 23, 2019.

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

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