

**Graduate Assistantship for the New Buffalo Institute**  
**Position Title: Coordinator of Community Engagement**

**Job Description:**

The New Buffalo Institute works to align the research, service and educational programming of Canisius College toward Buffalo's East Side neighborhoods, including our own Hamlin Park neighborhood. We embrace our goal of collaborating with faculty, students, and staff to affirm our commitment to social justice through service and community based learning and providing a welcoming place for community partners to convene, voice concerns and exchange ideas. Informed by our Catholic, Jesuit tradition, the NBI is committed to finding new ways to address the challenges confronting the neighborhoods of the East Side and working in an educated solidarity with our community partners.

The Coordinator of Community Engagement will serve as an integral member of the Office of Mission and Ministry. This individual will establish relationships with new partners for the fast-paced mobilization of strategic market efforts and will assist in the establishment and perpetuation of mutually beneficial relationships between community partners and the students, faculty and staff who serve them.

**Duties and responsibilities:**

- Coordinate service programs (in-person or virtually) in conjunction with the Office of Campus Ministry.
- Develop programming and activities for service week and other events that engage students, faculty, staff, alumni and parents.
- Direct the community based learning program by presenting the goals of CBL and the needs of our community partners to students and professors through the wiki pages and in response to queries from both.
- Coordinate enrollment, completion requirements, and communication with faculty and students involved in community based learning.
- Call, visit, and market programs, events spaces, and activities to the community including but not limited to school partners, non-profit organizations, businesses, individuals, and associations.
- Provide reports regularly to the Director of the NBI with tracking mechanisms to measure quantitative results of outreach to achieve programmatic outcomes. Research models and best practices for community engagement.
- Assist in developing structures and processes for volunteer activities.
- Assist with the creation of training modules for volunteers to complete before they go into the community.

**Communications:**

- Regularly update the New Buffalo Institute Website
- Execute social media marketing strategies through Facebook, Instagram and Twitter
- Maintain and revise the CBL wiki pages.
- Work with the Offices of Student Affairs, Event Services, Alana Center, Alumni, and Athletics to publicize NBI initiatives.

Other duties as assigned. The Grad Assistant works for 25 hours per week, arranging the schedule with the NBI Director.

**Compensation:** 100% tuition waiver and \$500 stipend per semester.