

Position: Community Relations Coordinator

1. Identify, recruit, monitor and evaluate Community Partner (CP) placement sites for service-learning courses
2. Develop and maintain reporting systems and databases for correspondence, materials, forms, and legal contracts between CASE and CPs
3. Publish CP placement catalogues each semester
4. Assist CASE faculty and the faculty \coordinator in choosing appropriate placement sites for service-learning courses
5. Assist CASE students in securing placements when they have difficulty doing so themselves
6. Provide evaluation instruments to students to evaluate their placement sites.
7. Coordinate bi-annual CP Fair and assist Team Leader Coordinator in workshop development for bi-annual student orientation
8. Maintain regular contact with CPs through site visits, written correspondence, and telephone contact
9. Maintain database of general volunteer opportunities
10. Supervise Community Relations Assistant(s)
11. Work with the MIS Director to establish and maintain CP information pages on the internet
12. Coordinate technical assistance site visits.
13. Represent the CASE program at community-based service meetings and conferences to assist community initiatives and promote service-learning collaborations
14. Outreach to university programs related to service-learning, career services, health education, and other related endeavors.

QUALIFICATIONS:

1. Previous community service or volunteer experience
2. Ability to plan, organize and manage multiple tasks
3. Familiarity with community-based agencies
4. Experience with an academic setting
5. Previous administrative or office experience
6. Strong written and oral communication skills
7. Familiarity with multicultural environments
8. Proficiency with PC software recommended. Familiarity with MS Access, Lotus Notes, Windows, and Word a plus.