THE RESEARCH FOUNDATION OF STATE UNIVERSITY OF NEW YORK AT BINGHAMTON

ANNOUNCEMENT OF PROFESSIONAL VACANCY

Application are invited for consideration to the following position:

State University of New York at Binghamton  
Department/Location: Public Admin, Program/C3 Karen
Wenzel Community Center, ARTCO Bldg Downtown

Appointment Title: Project Staff Associate
Local Title: Program Coordinator

Salary Grade: ____________________________  Research Foundation Project Number: A27053
Salary Range: $32,000.00 to $35,000.00  
If Part-time, % of time: 100.00%

Duties:
- Coordinate all communications & day-to-day activities of the Center City Coordination Program (C3)
- Oversees scheduling, planning, conducting and evaluating all project actions
- Produce summaries of project information, present C3 initiatives to BU faculty, students, community agencies & residents
- Manage the central office/community outreach center
- Supervises staff, volunteers and BU student interns
- Coordinates work between Directors, Binghamton University personnel, task team leaders, and the Advisory Council

Qualifications:
5 yrs. experience with community development, staff supervision, resource development, and/or working with diverse and/or vulnerable populations, public speaking.
Proficient skills with Microsoft Office (Word, Excel, Access, PP, Outlook), email.
Degree (prefer Masters)
Flexible work hours

Special Notes:
Prefer familiarity with the needs and assets of the targeted community (Binghamton City Council Districts 7 & 9). Work site is located downtown Binghamton New York.

Persons interested in the above position should submit a resume along with a letter of application, to:

Name: Allison Alden
Department: Public Admin, Program/Center City Coordination Program (C3)
Address: C3 Karen Wenzel Community Center/ Binghamton University, PO Box 6000/ARTCO Bldg Binghamton, NY 13902-6000

Closing Date for Receipt of Applications: Until position is filled

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Personnel are chosen on the basis of ability without regard to Race, Color, Religion, Sex, Age, National Origin, Disability or Martial Status, in Accordance with the Federal and State Law.

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Nov 2003