

Community Relations Coordinator  
University at Buffalo, The State University of New York

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Posted Nov. 20, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Community Relations Coordinator
<b>Department</b>	Community Relations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 20, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Communications/Public Relations
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54243">https://www.ubjobs.buffalo.edu/postings/54243</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The Community Relations Coordinator will be responsible for supporting a wide range of operational and programmatic functions for the [Office of Government and Community Relations](#). Most of the work is focused on administrative and operational support for the Director and Senior Assistant Director of Community Relations. The position requires accommodation of changing priorities, exercising flexibility and judgment. This position also requires the incumbent to maintain professionalism and discretion, especially when dealing with sensitive community information. Working extended hours and weekends, often offsite, are a regular requirement for this position.

### Duties and Responsibilities:

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### Programmatic Responsibilities

- Support community-based initiatives and programs including assisting with the oversight of new programs, as well as managing the administrative functions for daily activities and operations of existing programs.
- Work to help strengthen relationships within other departments throughout the University through collaboration on community-based programs/initiatives.
- Engage with various external constituencies to build and maintain partnerships at the discretion of the Director and the Senior Assistant Director of Community Relations.
- Assist with various community relations communications to enhance the office's standing as an engaged and committed community stakeholder.

### Operational Responsibilities

- Assist with the administrative operations of the Office of Government and Community Relations, including management of information flow, communications, technology, and processing office paperwork.
- Coordinate and schedule appointments and meetings for the Director of Government Relations, Director of Community Relations/Deputy Director of State Relations, and the Senior Assistant Director of Community Relations.
- Oversee the workflow and assignments of graduate and student assistants in the Office of Community Relations at the discretion of departmental leadership, including participate in recruiting, interviewing and recommending UB students for appointment. Assist in training new office graduate and student assistants on proper office procedures.
- Discharge other duties as identified and needed to fulfill the mission of the Office of Government and Community Relations at the behest of departmental leadership.

### Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research,

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creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### Minimum Qualifications

- Bachelor's degree.
- Excellent written and verbal communication skills are critical to this position.
- Demonstrated proficiency in project management with strong organization skills including the ability to exercise excellent judgement and professionalism.
- Ability to work in a diverse environment exhibiting understanding, appreciation, and respect for all individuals.
- Possess and display a high-level of customer service to all constituents.
- Strong computer skills essential. Highly proficient in Microsoft Office Suite and other web-based software applications.

### Preferred Qualifications

- Experience in community or government relations, nonprofit community, or related field required
- Related administrative experience, preferably in a college/university or executive level administrative environment

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact



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