

Civic Engagement Coordinator
University at Buffalo, The State University of New York

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Posted Jan. 29, 2025, set to expire Aug. 4, 2025

Job Title	Civic Engagement Coordinator
Department	Philosophy
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 29, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/55510

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Job Description

The Department of Philosophy and the Philosophy, Politics, and Economics (PPE) Program at the University at Buffalo is inviting applications for the position of Civic Engagement Coordinator under the supervision of Assistant Professor Alexandra Oprea. The position primarily involves planning and overseeing civic engagement activities supported by the Mellon Grant “Inclusive Immigration and Democratic Revival in a Rust Belt City.”

Listed below are the broad areas of responsibility within the purview of the Civic Engagement Coordinator, including but not limited to:

- Developing ties with civic organizations in the Western New York area that work primarily with new arrivals such as immigrants and refugees
- Working together with the project team to develop accessible and culturally sensitive written materials and visual aids for a series of community events including interviews with leaders of

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civic organizations, focus groups with immigrants and refugees, community-based participatory budgeting events, and a deliberative democratic forum

- Coordinating the events above and collecting feedback from the community about ways to continue improving
- Ensuring appropriate translation and interpretation services for all events organized
- Organizing workshops or training for UB faculty, graduate students, and/or undergraduates who will serve as moderators, interviewers, volunteers during the planned community events
- Leading and organizing other outreach activities to strengthen existing ties with local organizations

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, 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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact

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