

Student Job and Internship Postings

Job Posting ID# 61327

Job Specifics

Term: Continuous / All Terms

Worksite: Center for Transformative Action

Region: Ithaca/Tompkins County

Title: Community Collective Impact Assistant

Description: The Community Collective Impact Assistant will be serving the Tompkins County Collective Impact Initiatives (TC2I2) with responsibilities that include: assisting with the creation and implementation of campus-community collaborations related to Tompkins County's Collective Impact Initiatives; providing logistical, administrative, and strategic support for events and meetings; identifying and developing resources related to community partnerships around collective impact; using Microsoft Office and other technologies to document and share the work; advance and support impact assessment practices; and other projects as assigned.

TC2I2 is a collaboration of several collective impact initiatives including but not necessarily limited to: Cradle to Career which is focused on the well-being of our infants, children and youth pre-birth to age 24 and their families, the Childhood Nutrition Collaborative which has the goal that all of our infants, children, youth and their families eat well every day without stigma, the Ultimate Re-entry Opportunity (URO), which has the goal of reducing recidivism by supporting the successful re-entry into the community of formerly incarcerated individuals and promoting the systems changes necessary to achieving successful re-entry, and My Brother's Keeper which is a City of Ithaca initiative focused on the well-being of youth of color.

This is a program of the Building Bridges Initiative, which is overseen by the Dorothy Cotton Institute (DCI), a fiscally sponsored project of the Center for Transformative Action. Funding for this position is made possible by a grant from Cornell's Office of Engagement Initiatives.

Graduate Students only. To apply send a resume and cover letter to Kirby Edmonds (TC2I2 Community Coordinator) tfckirby@aol.com. Applications are due by November 22, 2017. In-person interviews will begin November 30, 2017.

Special Requirements: We are seeking these qualifications and characteristics in graduate student candidates:

- Interest in being part of, and helping cultivate, an expanded and strengthened sense of community that spans Cornell and Tompkins County
- Superior time management and organizational skills
- Demonstrated experience taking initiative with minimal supervision
- Experience with and commitment to campus-community partnerships
- Capacity to work off-campus.
- Ability to manage multiple projects and prioritize accordingly
- Proficiency in Microsoft Office suite
- Ability to work independently and collaboratively as part of a team
- Active member of Cornell graduate student life and Ithaca/TC life
- Excellent written and verbal communication skills; ability to tell a compelling story
- Humility, curiosity, intercultural agility, diplomacy, sense of humor.

Work Schedule: To be determined by student and employer. Suggested 5-7 hours/week

Weekly Hours: 5-7

FWS Required: No

Positions Available: 1

Paid: Yes

Wage: 15

Employment Start Date: 12/15/2017

Employment End Date: 10/31/2018

Career Field Information

Career Field: All Majors - opportunities open to everyone

Career Field: Administrative Services

Career Field: Research Opportunities