

Civic Engagement Coordinator University at Buffalo

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Posted Mar. 6, 2025, set to expire Jul. 3, 2025

Job Title	Civic Engagement Coordinator
Department	Philosophy
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 6, 2025
Application Deadline	01/28/2026
Position Start Date	Available immediately
Job Categories	Research Scientist/Associate Professional Staff
Academic Field(s)	Research Methods/Data Analysis
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Civic Engagement Coordinator

Position Information

Position Title: Civic Engagement Coordinator

Department: Philosophy

Posting Link: <https://www.ubjobs.buffalo.edu/postings/55407>

Job Type: Full-Time

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Posting Detail Information

Position Summary

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 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 Americas 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

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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 applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

- Bachelors degree
- At least three years of living/working within WNY region or other demonstrated ties to civic organizations in the area
- Prior experience with designing civic engagement activities, broadly understood, or working closely with civic organizations

Preferred Qualifications

- 3+ years of experience working with vulnerable populations, especially refugees
- Fluency in one of the following foreign languages: Spanish, Arabic, Bengali, Burmese, Swahili, Mandarin

Salary Range

\$60,000.00

Is a background check required for this posting?

No

Contact Information

Contact's Name: Alexandra Oprea

Contact's Pronouns:

Contact's Title: Assistant Professor

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Contact's Phone: 919-884-8016



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Posting Dates

Posted: 01/28/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 08/01/2025

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Contact Information

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

Contact

N/A

University at Buffalo

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