

**Order Number:**

NY1476430

**Date Job Order Received:**

09/06/2023

**Number of Openings:**

1

**Company Name:**

Cornell Cooperative Extension Association of Jefferson County

**Job Title:**

Community School Coordinator

**Minimum Experience Required:**

2 years

**Job Description:**

Title of Position: Community School Coordinator @ Copenhagen Central School Details of Position: F/T, 40 hrs/wk, \$18.75/hr Locations of Position: Copenhagen School/CCE Jefferson County, 203 N. Hamilton St., Watertown, NY About the Position: This position will serve as the Community Schools Coordinator for Cornell Cooperative Extension Association of Jefferson County in support of the grant funded program called The Fort Drum Regional Full-Service Community Schools Consortia. Community Schools Coordinators may be assigned to work in one of the following school districts: Belleville Henderson Central School District, Copenhagen Central School District, LaFargeville Central School District or Sackets Harbor Central School District. As a part of the overall program this positions responsibilities are threefold 1) Will include family engagement programming alongside engaging parents and youth together and connecting them with the school community (Paint & Sips, STEM and Health fairs, etc.). 2) Utilize 4H curricula, evidence based curricula such as Positive Action and best practices to engage youth in career/college readiness. 3) Coordinate and provide 4-H before, afterschool and summer programming. The target grades are 6th to 12th grades. Coordinate to offer NYS 4-H and land grant based programming opportunities to align with identified needs within the school community. Provide activities that support postsecondary and workforce readiness, which will include using 4H curricula and offering the NYS 4H Career Explorations program. The Community Schools Coordinator will provide program coordination and ensure the program offers a quality youth development educational experience. This position will coordinate family engagement events and activities with the school and community, offer parent education opportunities, integrate Cornell University research and programming, meet the program objectives/goals and work with the outside evaluators on evaluation protocols. This position will participate on advisory committees, assist with needs assessment and plan for programming. This position will utilize existing program resources and materials in program work and will assist in delivering educational programs. Required Qualifications: Bachelors Degree or equivalent education (Associates Degree and 2 years of transferrable program/functional experience). Experience relevant to the role of the position. Valid NYS Drivers License and the ability to meet travel requirements associated with this position. Ability to work flexible hours which may include evenings and/or weekends, as appropriate. Excellent benefits package upon employment and based on eligibility, to include, but not limited to: New York State Health Insurance Program; dental insurance; New York State Employee Retirement System; vacation, personal and sick leave; etc. Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply. Attention Applicants: Please be aware of the following If you are employed by a government or not for profit organization, you may be able to receive loan forgiveness under the Public Service Loan Forgiveness (PSLF) Program. PSLF forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full time for a qualifying

employer. All Applicants must apply online to be considered for this position by September 21, 2023.  
[www.ccejefferson.org](http://www.ccejefferson.org) and click on jobs. EOE/ADA Employer

**Job Location:**

Copenhagen, New York

**Pay:**

\$18.75 Hourly

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

**Hours per Week:**

Not specified.

**Duration:**

Full Time, Regular

**Work Days:**

Work days vary

**Shift:**

Not specified.

**Public Transportation:**

Information not provided.

**Minimum Education Required:**

Associates Degree

**Driver Licenses, Including Endorsements:**

Class D (Operator)

**How to Apply:**

To apply, contact the employer by telephone, by email, or on-line:

Phone: Pearson, Jane (315) 788-8450

Email: [jep347@cornell.edu](mailto:jep347@cornell.edu)

Web-site: <http://www.ccejefferson.org>