Job Title	Community Engagement & Education Coordinator
PVN ID	SI-2501-006657
Category	Instruction and Social Service
Location	COLLEGE OF STATEN ISLAND
Department	Tech Incubator
Status	Full Time
Annual Salary	$60,000.00 - $65,000.00
Hour(s) a Week	35
Closing Date	Mar 08, 2025 (Or Until Filled)

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York which has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic-mindedness, and nurture responsible citizens for our city, country, and the world.

The Division of Economic Development, Continuing Studies, and Government Relations advances the College of Staten Island's position as a trusted community leader, partner, and valued resource by promoting civic prosperity through the realization of individual, community, regional, and global economic and social potential.

The mission of the Division, consistent with the College's Strategic Plan, is to support and enhance economic growth and sustainability through higher education opportunity, human capital and talent development, applied research and innovation, entrepreneurship and business cultivation, and stewardship of place. The Division also generates needed resources to support and advance the College's overall mission, vision, and values.

Other Duties

We are seeking a passionate Community Engagement & Education Coordinator who will be responsible for supporting our Innovation Hub, which includes a VR/AR Lab and a Tech Incubator. Our mission is to serve and empower all entrepreneurs with a focus on supporting BIPOC and women-led startups. This role will focus on building a diverse and inclusive innovation ecosystem on Staten Island through tech education, training, and program coordination. The ideal candidate will play a key role in developing partnerships, fostering connections with local communities, and helping startups scale.

Job Description:

The Community Engagement & Education Coordinator will play a crucial role in the success of the Innovation Hub's VR/AR Lab and Tech Incubator, supporting startups as they grow and connecting with the Staten Island community. This individual will lead outreach efforts, establish strategic partnerships, and manage community-based educational programs. Through effective engagement, they will ensure our programs reach underrepresented groups, specifically supporting BIPOC and women entrepreneurs.

Roles & Responsibilities:

- Support the Innovation Hub, including the VR/AR Lab and Tech Incubator, by fostering connections with Staten Island's communities and startups.
- Develop and implement community engagement strategies to connect with local stakeholders and empower BIPOC and women-led startups.
- Serve as a liaison between the Incubator, K-12 schools, higher education institutions, community centers, and other community-based organizations.
- Establish and nurture partnerships with schools, colleges, and tech-focused groups.
- Organize and host community events, workshops, and information sessions that promote tech education, VR/AR, and entrepreneurship.
- Gather feedback from community members and stakeholders to inform and enhance program development.
- Maintain accurate records of community interactions, engagement activities, and outcomes for internal reporting and funding purposes.
- Other duties as assigned.

Qualifications

- Bachelor's degree in education, community development, communications, or a related field.
- Demonstrated experience in community outreach, engagement, or program coordination.
- Strong understanding of the challenges faced by BIPOC and women-led startups.
- Excellent communication, interpersonal, and relationship-building skills.
- Ability to work independently and manage multiple projects simultaneously.
- Proficiency in organizing events and educational programs.
- Experience working with diverse communities and fostering inclusivity.

Preferred Skills/Qualifications:

- Experience in tech education, entrepreneurship, or working with startups.
- Established relationships with Staten Island's local organizations and community centers.
- Knowledge of the tech innovation landscape, including VR/AR and startup growth trends.
- Strong project management skills and attention to detail.
- Bilingual or multilingual abilities.