



<b>Job Title</b>	Community Engagement & Education Coordinator
<b>PVN ID</b>	SI-2504-006798
<b>Category</b>	Administrative Services
<b>Location</b>	COLLEGE OF STATEN ISLAND

#### Department

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 14, 2025 (Or Until Filled)

## General Description

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Are you passionate about building inclusive innovation ecosystems? Do you want to empower underrepresented entrepreneurs and make a difference in Staten Island's tech community? Join us as our Community Engagement & Education Coordinator and help lead the charge in fostering diversity, inclusion, and growth in our Innovation Hub, featuring a cutting-edge VR/AR Lab and Tech Incubator.

### About Us

Our mission is to serve and empower all entrepreneurs, with a particular focus on supporting BIPOC and women-led startups. Through education, training, and community-driven initiatives, we strive to create a thriving, inclusive innovation ecosystem that unlocks opportunities for all.

### Position Overview

The Community Engagement & Education Coordinator will be instrumental in the success of our Innovation Hub by driving community outreach, coordinating educational programs, and establishing key partnerships. This role is centered on connecting Staten Island's diverse communities with the resources, tools, and opportunities needed to thrive in tech and entrepreneurship.

## Other Duties

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- **Community Outreach:** Foster connections with local communities, schools, and organizations to promote innovation and entrepreneurship
- **Strategic Partnerships:** Develop and maintain partnerships with K-12 schools, higher education institutions, and tech-focused groups to expand our impact
- **Program Management:** Plan and execute workshops, events, and training sessions focused on tech education, VR/AR, and startup growth
- **Advocacy:** Serve as a liaison to underrepresented communities, ensuring programs meet their unique

needs

- Stakeholder Engagement: Gather feedback and insights to continuously improve program offerings and outcomes
- Record Keeping: Maintain detailed records of engagement activities for reporting and evaluation purposes
- Perform other duties as assigned to support the mission and operations of the Innovation Hub

## Qualifications

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- Bachelor's degree in education, community development, communications, or a related field
- Proven experience in community outreach, program coordination, or stakeholder engagement
- Strong understanding of challenges faced by BIPOC and women entrepreneurs
- Excellent interpersonal, communication, and relationship-building skills
- Ability to work independently and manage multiple projects effectively
- Experience organizing events, workshops, or educational programs
- Commitment to fostering diversity, equity, and inclusion in all aspects of work

### Preferred Skills

- Experience in tech education or entrepreneurship
- Knowledge of VR/AR technologies and trends in the startup ecosystem
- Established relationships with Staten Island's local organizations
- Strong project management skills with attention to detail
- Bilingual or multilingual abilities