



## Academic Community Engagement Coordinator

**Location:** Erie, PA

**Department:** Community Engagement

**Reports To:** Director of Academic Community Engagement

**Full/Part Time:** Full-time

**Classification:** Non-Exempt Staff

**Closes:** *Open Until Filled*

### POSITION SUMMARY

Aligned with the mission of Mercyhurst University, the Academic Community Engagement (ACE) Coordinator supports co-curricular, mission-centered programming within the Community Engagement department under the Office for Mission. This full-time, 12-month position provides direct administrative support to the Director of Academic Community Engagement. The ideal candidate is self-motivated, team-oriented, and able to work independently while coordinating both one-time and ongoing programs that engage diverse stakeholders and uphold the Mercy mission.

### DUTIES AND RESPONSIBILITIES

- **Oversee the planning and promotion of ongoing and one-time excellent community service opportunities**
  - Support the Honors Program, Leadership Development Program (LDP), and other campus organizations or departments interested in volunteering
  - Recruit and coordinate volunteers while managing logistics for service projects
  - Gather and curate digital media from partners and students for promotional use
  - Advise graduate assistants on social media content and coordination
  - Arrange off-campus transportation in collaboration with the director
  - Plan and execute volunteer appreciation events
  - Develop and manage a system for tracking and reporting volunteer hours
  - Conduct assessments through feedback forms for community service experiences
- **Recruit, hire, and supervise Off-Campus Federal Work Study (OCFWS) student workers**
  - Publicize OCFWS community service opportunities to students
  - Recruit partner agency positions for OCFWS students
  - Conduct monthly site visits and individual student check-ins
  - Organize student employee gatherings and training sessions each semester
  - Gather ongoing feedback from site supervisors and students
- **Support and expand initiatives and partnerships within Community Engagement**
  - Communicate effectively with community partners and develop new partnerships
  - Support the Beyond the Gates (BTG) program and the Community Engagement Advisory Council in collaboration with the director

- Assist in planning and executing the annual Welcome Week and Spring service projects
- Recruit, organize, and coordinate the Welcome Week service fair
- Support Alternative Breaks programming and occasionally chaperone trips
- Collaborate with the Athletics Department on community service initiatives
- Work with Mission area offices, including Campus Ministry, DEI, and Sustainability, on programs and events
- Coordinate with Campus Ministry to recruit post-graduate service programs for one-time recruitment events
- Partner with other departments on major campus events such as Hurst Day and Orientation fairs
- Organize logistics for the annual Trash to Treasure collection event with graduate assistants and the Sustainability Office
- Assist the director with strategic plan initiatives, such as grant-writing and assessment
- **Communicate the community service experiences**
  - Compile data for evaluation and assessment
  - Increase publicity of student engagement via social media
  - Meet regularly with the director and produce reports in timely fashion
- **Complete special projects, participate in university committees, and fulfill other duties as assigned**

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree required, master's degree in a related field preferred
- Minimum of 3 years of experience working or volunteering with nonprofit organizations required; experience in higher education preferred

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Proficiency in Microsoft Office Suite
- Strong collaboration skills in interactive environments
- Ability to work independently, make routine decisions, and solve practical problems
- Ability to build effective relationships with students, faculty, staff, and external agencies
- Ability to handle confidential information ethically and professionally
- Experience in planning, implementing, and managing projects and events
- Excellent time management, organization, and multitasking skills
- Excellent oral and written communication skills
- Strong interpersonal skills with the ability to develop collaborative partnerships across diverse groups
- Attention to detail and experience with budgeting and administrative task prioritization
- Initiative to identify areas for growth and implement new programs
- Commitment to social responsibility, cultural awareness, and civic engagement
- High personal and professional integrity with support for the university's Catholic, Mercy mission
- Understanding and adherence to the university's core values and the Sisters of Mercy's critical concerns
- Ability to drive university vehicles, including 10-passenger vans
- Flexibility to work occasional evenings and weekends
- Positive attitude toward engaging students in the mission

## **BENEFITS OF EMPLOYMENT**

- Medical, dental, vision, prescription, and life insurance for employees, spouses, and dependents
- Wellness assistance program

- Retirement plan contributions
- Paid time off, including vacation, bereavement, sick leave, disability, and more
- Generous holiday schedule in addition to vacation time
- Public Service Loan Forgiveness (PSLF)
- Flexible work opportunities
- Education benefits through tuition discounts, remission, and exchange for employees, spouses, and dependents
- Onsite dining and fitness centers
- Employee discounts at the Mercyhurst bookstore and select area businesses
- Discounted tickets to MIAC Live Shows

## **APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume, and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

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**Candidates must be currently eligible to work in the United States.**