



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

mercyhurst.edu

Coordinator of Service and Justice

Location: Erie

Department: Mission Area

Reports To: Vice President for Mission

Full/Part Time: Full Time

Classification: Administrator

Closes: *Open until filled*

SUMMARY

The Coordinator of Service and Justice supports curricular and co-curricular programming and initiatives centered on service, social justice, and the [Critical Concerns of the Sisters of Mercy](#). In close collaboration with the Beyond the Gates program director and campus ministry, the coordinator of service and justice works with faculty, students, staff/administration, nonprofit agencies, alumni/employers, trustees, and other external stakeholders to support the university's longstanding mission commitment to service and justice.

DUTIES AND RESPONSIBILITIES

- Work closely with the BTG ([Beyond the Gates](#)) program director to offer administrative support for the BTG program and other academic community engagement programming
- Cultivate and sustain community partnerships in collaboration with the BTG program director
- Collaborate with relevant employees and departments in providing engaging service and justice opportunities and leadership training for students in co-curricular settings, including student clubs and organizations and athletics
- Plan, oversee, and facilitate high-quality service/immersion trips
- Recruit, hire, supervise, and support off-campus student workers and other student leaders placed in the community
- Facilitate meaningful pre/post service reflections for students
- Assist with managing the department budget and periodic grant-funded projects
- Compile data for evaluation and assessment
- Complete special projects, attend/join university committees, and fulfill other duties as assigned

EDUCATION AND EXPERIENCE

A master's degree in a related field is preferred, bachelor's degree is required; at least three years of experience in working with service/nonprofit organizations; experience in higher education is preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated ability to develop collaborative partnerships between and among diverse groups of people
- Commitment to cultivating social responsibility, cultural awareness, and an ethic of civic engagement, both personally and professionally
- Ability to work some evenings and weekends and to travel periodically
- Demonstrated ability in developing, facilitating, and leading meetings and training experiences
- Proven ability in planning, implementing, and managing special events, including budgeting
- Proven ability to work collaboratively in a highly interactive environment
- Excellent organizational, oral, and written communication skills
- Possess the ability to communicate effectively with faculty, staff, students, parents, alumni, trustees, community partners, and regional leaders to earn trust and support
- Outstanding personal and professional integrity and a willingness to support the Catholic, Mercy Mission of the university

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

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