



BUFFALO STATE
The State University of New York

SUNY Buffalo State College Community Academic Center Position Description

Education Specialist

Brief Job Description: The Buffalo State College Community Academic Center (CAC) Family Engagement Specialist will support CAC adult and youth educational programming for community residents including developing curriculum, supporting partnerships, recruiting students, and assisting with evaluation, assessment, and reporting. This 20-hour per week position will report to the CAC Program Director.

Essential Responsibilities

- Design and implement family engagement activities, with equity, diversity, justice, and inclusion in mind
- Support family engagement home visits and communication
- Connect families to needed services
- Facilitate summer and after-school programs
- Collaborate to conduct program evaluation and assessment
- Assist with reporting efforts as needed
- Develop and distribute necessary PR materials

Qualifications

- Student must be enrolled in a Master's program at SUNY Buffalo State
- Knowledge of and experience working with refugee communities and support services
- Experience facilitating youth education programs
- Demonstrated experience working collaboratively in a team environment
- Excellent interpersonal communication skills, including public speaking experience



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To Apply: Please send resume, cover letter and contact information for three references to cce@buffalostate.edu. Application deadline August 1, 202