



Open Position: Graduate Assistant – Community Coordinator (Fall 2023)

Job Summary

UM's Laboratory for Integrative Knowledge (U-LINK) is one of the transformative initiatives of the University of Miami's [Roadmap to Our New Century](#). Interdisciplinary Inquiry support teams of scholars from multiple disciplines in collaborative, problem-based inquiry to address the complex challenges of society through two pillars: geography and problems.

The ULINK Climate Gentrification team is looking for a Graduate Assistant to serve as a Community Coordinator to support the efforts of a multidisciplinary team working on a study of how gentrification and displacement impact community stability and neighborhood dynamics. As the team concludes its first year of this research, the graduate assistant will work with the team on year two efforts to refine and expand this work as we coordinate with grassroots organizations and local governments through a collaborative approach integrating our climate gentrification research into their efforts to achieve more equitable, resilient, and just neighborhood growth.

The Community Coordinator will assist the project team with project management and community engagement including:

- Provide coordination between project team and community partners to include scheduling meetings and roundtable/focus group events, coordinating on logistics, and creating an open dialogue to enhance collaboration
- Create and share documents pertaining to project communication with the community partners, including taking and sharing meeting minutes and providing a regularly scheduled email overview to team members and community partners on project highlights and deadlines
- Coordinate community visioning sessions with community partners including but not limited to: participant outreach, event planning and logistics, writing and reporting on outcomes, coordinating roundtable outcomes with other project deliverables
- Develop and manage a project plan to monitor and track progress of project deliverables with community partners
- Assist with other tasks related to project deliverables incl summaries and write-ups as needed

Minimum Qualifications

- Familiarity/interest in affordable housing, equity, resilience, history of urban development patterns, policy, planning, or other related field
- Currently enrolled graduate student with a research or community engagement background
- Experience in quantitative and qualitative research

- Effective oral and written communication skills
- Effective organizational skills
- Comfort sharing ideas and working collaboratively with a multidisciplinary team
- Skilled in completing assignments accurately and with attention to detail
- Proficient in Microsoft Office Suite applications (Word, Excel, Power Point, etc.)

Desired Qualifications

- Background or interest in civic and community engagement, affordable housing, community development
- Proficiency in Spanish or Haitian Creole languages

Availability: Fall 2023 semester, eligible for renewal for Spring 2024 renewal.

Hours: 10 hours per week

Stipend range: \$1212 per month, commensurate with experience

To Apply

Qualified applicants should send an updated résumé, letter of interest, and names and contact information for references to civicengagement@miami.edu. Applications not containing all of these elements will not be considered. Please indicate in your application how you heard about the position. Review of applications will begin immediately and continue until the position is filled. No phone calls please.

The University is committed to fostering a culture of belonging, where everyone feels valued and has the opportunity to add value. Through values of Diversity, Integrity, Responsibility, Excellence, Compassion, Creativity, and Teamwork (DIRECCT) the U community works together to create an environment driven by purpose, excellence, community, and service.

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