

Now Hiring - Applications will be accepted until September 30, 2026.



City of

Ithaca

GIAC Program Assistant

The City of Ithaca, NY is seeking two qualified applicants for the role of GIAC Program Assistant with the Greater Ithaca Activities Center!

Position Description: The work involves responsibility for performing entry-level work and routine program duties by assisting GIAC Program Coordinators and GIAC Program Leaders in conducting multicultural, educational and recreational activities for youth, teens and seniors at the Greater Ithaca Activities Center (GIAC). Specific duties may vary depending on the program area to which the incumbent is assigned. Work is performed under the direct supervision of the GIAC Program Coordinator. Supervision is not a responsibility of this class. Does related work as required.

To view the complete job description, visit: [GIAC Program Assistant job description](#).

Minimum Qualifications: None.

Salary: \$45,346 – 35 hours per week

Residency Requirements: There are no residency requirements for this position.

Benefits: Refer to the [Fringe Benefits](#) webpage and [Administrative Unit collective bargaining agreement](#).

Number of Positions Open: Two (2) positions open.

Supplemental Information:

- Computers are available for use by appointment. To schedule an appointment, contact the Department of Human Resources/Civil Service at (607) 274-6539 or by email to hrdept@cityofithaca.org.
- The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.





Supplemental Information (continued):

- The City of Ithaca is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the NYS Division of Human Rights (NYS DHR) it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call (607) 274-6539 or contact us by email using hrdept@cityofithaca.org.

Application Materials Required:

- City of Ithaca application

Applications will be accepted until 4:30 p.m. on September 30, 2026. Submit required application materials to:

<https://ithaca-portal.mycivilservice.com>

**City of Ithaca
Human Resources Department
108 E. Green St.
Ithaca, NY 14850
(607) 274-6539**



All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Ithaca is Gorges! We would love to have you on our team!

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