

## COMMUNITY EDUCATION COORDINATOR

### DEFINITION

Under general direction, to plan, develop, market and implement self-supporting education programs (e.g. contract education, fee-based instructional programs).

### DISTINGUISHING CHARACTERISTICS

This classification is self-supporting and all related costs of the position (direct and indirect) must be paid from generated revenues. If sufficient revenues are not generated to support this position, the position will be eliminated. Incumbents are expected to demonstrate professional qualities in designing, marketing, negotiating, closing and implementing customized educational and training programs. The incumbent must have the ability to function diplomatically and demonstrate good judgement in decision-making in a fast-paced environment.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational administrator.

May exercise technical and functional supervision over other classified, students, and professional experts.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Perform outreach services by initiating and maintaining positive business contact with community leaders and management level personnel in business, government, industry, community and public sectors.

Prepare and conduct effective presentations introducing contract education programs. Where appropriate, assess the educational needs of potential clients.

Aid in the interpretation of the college's programs and procedures to the general public.

Develop contract education programs and customized training agreements with business, industry, public agencies and individual participants.

Facilitate the matching and delivery of educational support resources with identified educational needs; write and present proposals.

Implement contracts once approved; coordinate and evaluate the activities of contract programs; collaborate with client to assess specific needs; monitor contract classes and customer satisfaction.

Design and seek approval of college administration, division chairs, faculty and staff in the development of appropriate curriculum for instruction and training program contracts.

Develop marketing materials to support programs, identifying locations and coordinating delivery of courses, classes, or workshops.

Monitor college instructional policies, procedures, and regulations in coordination with appropriate college administrators, division and/or department chairs.

Work cooperatively and provide leadership for appropriate advisory committees. (Over)

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### **EXAMPLES OF DUTIES - CONTINUED**

Develop and monitor a cost-covering budget for these educational programs.

Prepare a variety of reports and applications related to these educational programs.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

Effective written, oral, and interpersonal communication skills.

Principles and techniques of curriculum development, instruction, and training.

Program planning, public relations, labor market conditions, and trends of contract programs.

Types of computer equipment and software utilized in the business environment.

Skill to:

Conceptualize, plan, organize, and direct program development projects.

Coordinate multiple tasks, projects, and deadlines meeting schedules and time lines in a fast-paced environment.

Research and analyze data.

Analyze situations accurately and make responsible decisions without direct supervision.

Communicate effectively and tactfully both orally and in writing.

Train and provide functional supervision.

Direct and motivate oneself independent of close supervision.

Establish and maintain cooperative working relationships with a wide variety of individuals.

Develop and monitor program budgets.

Operate microcomputer equipment, utilizing word processing and spread sheet software.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Education:

Bachelor's Degree from an accredited college or university.

Experience:

Within the last five (5) years, a total of two (2) years experience with business, industry, or government agencies which would include all of the following:

Developing and/or coordinating customized education or training programs and services; **AND**

Marketing experience with customized education/training programs and services; **AND**

Delivering customized education/training programs and services; **AND**

Completing negotiations that result in a contract to provide customized educational/training programs or services.