

Range	35
Hours/Day	8
Hours/Week	40
Months/Year	12

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Community Education Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, and coordinate the day-to-day activities and operations of the District's Community Education Program; to participate in the development and design of self-enrichment classes and instructional events; to promote community education classes and events; and to maintain a variety of operational and financial records related to the Community Education Program to ensure the program's self supporting revenue base.

This job class receives limited supervision within a framework of standard policies and procedures, and exercises a high degree of independence and initiative, requiring proven abilities in the area to which assigned, as well as knowledge of program planning and promotion procedures and techniques. Employees in this classification may direct, oversee, coordinate, and review the work of student assistants and other office support staff, which requires excellent organizational and communication skills.

SUPERVISOR: As assigned

TYPICAL DUTIES:

- Plans, organizes, and coordinates the day-to-day activities of the Community Education Program, a not-for-credit revenue supporting operation.
- Participates in the development and design of self-enrichment classes and special instructional events; facilitates contract education requests; assists in the selection of presenters.
- Participates in the preparation of an effective publicity campaign for community education classes and events; prepares and appropriately distributes press releases, newspaper articles, advertisements, radio/television commercials, brochures, and flyers.
- Prepares and maintains a variety of computerized and non-computerized records including class enrollments lists; mailing lists; and monies collected, deposited, and disseminated.
- Assists with development of the community education budget and projects revenue and expenses.
- Maintains and tracks expenditures and income for the Community Education Program as a whole and for individual class offerings and events; recommends appropriate fees to be charged and provides information regarding the self supporting status of individual offerings.
- Registers students in person, by telephone, and by mail; collects registration and materials fees; contacts students when classes must be cancelled.
- Coordinates the scheduling of community/contract education classes, workshops, and events; maintains a master schedule, ensures appropriate facilities are available, and resolves facility conflicts.

- Assists presenters by coordinating technology equipment usage; obtaining and distributing materials and supplies; and providing general support.
- Acts as information source regarding Program policies, procedures, and requirements.
- Works closely with other workforce development programs offered by the College.
- Performs other related duties similar to the above in scope and function as required.

## EMPLOYMENT STANDARDS

### Knowledge of:

- policies, procedures, and practices associated with program promotion, operations, and planning
- proper office methods, techniques, and procedures including filing systems, telephone and customer service techniques, business correspondence and report writing
- general accounting methods and procedures
- word processing and computer software applications

### Ability to:

- work with a significant degree of independence and judgment
- effectively plan, organize, and schedule a variety of classes, workshops and events
- learn, interpret, and successfully apply established rules, procedures, and policies with good judgment while independently carrying out a variety of routine and technical administrative procedures
- quickly and accurately identify problem situations or areas, identify likely causes of problems, and take appropriate action
- develop and maintain a variety of computerized records and filing systems
- organize work and set priorities to meet appropriate timelines
- communicate effectively and tactfully in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- understand and carry out both oral and written directions
- type accurately at a rate required for successful job performance
- perform mathematical calculations accurately

## EDUCATION/EXPERIENCE:

- Combination of training, experience, and education equivalent to Bachelor's Degree with emphasis in Business or Communications. Appropriate experience may be substituted for formal course work.
- Two years of successful experience in program promotion and program planning.