



## **Education Program Coordinator**

Part- and/or Full-Time, Hourly

### **Position Summary:**

The Education Program Coordinator's duties fall into three areas of focus in Education Services programming. The first area of duty of the Education Program Coordinator is assisting the Education Services Program Manager in guiding and mentoring students; the second is assisting with childcare; and the third is assisting with record keeping and database entry. The position's hours are anytime between Monday and Saturday. This position has an option to work from home on a limited basis and requires supervisor approval.

### **Accountability:**

The Education Program Coordinator is accountable to the Education Services Program Manager.

### **Qualifications:**

- Training in Adult Basic Education and/or a related field.
- Speaker of other languages preferred.
- Knowledge of the education resources and programs available in Linn County and surrounding areas.
- Ability to maintain confidentiality concerning volunteers, clients, students, children, and staff or agency business.
- Excellent written and verbal/oral communication skills.
- Strong interpersonal skills and ability to work effectively with others as a part of a team.
- Ability to develop rapport with people of all ages, backgrounds, and economic resources, and treat others in a friendly, courteous and appreciative manner.
- Flexibility and ability to handle stress and new or undefined situations.
- Strong organizational skills with ability to prioritize projects and tasks.
- Ability to work with minimal supervision, take initiative, and manage multiple projects with changing priorities.
- Computer skills, including experience with Microsoft Office Suite and databases, and/or ability to learn new software and systems.
- Behave as a professional representative of CMC and communicate the mission and activities.
- Knowledge of and sensitivity to issues related to literacy, immigrants, refugees, women, poverty, and mental illness.
- Commitment to the CMC mission and the values of the Sisters of Mercy.

### **Responsibilities:**

#### **Education Program Coordination**

- Assists with administering and tabulating student test assessments and surveys.
- Tutor students when needed.
- Acts as a mentor and supervisor of volunteer tutors.
- Assists in maintaining appropriate student, tutor and program files/statistics and data.
- Interviews, tests, and evaluates new students in order to determine language level.
- Monitors student progress in curriculum.
- Assists in maintaining educational materials for use by tutors/students.

- Assists with other aspects of program as requested by the Education Services Program Manager
- Assists new pairings.
- Helps maintain a safe, nurturing atmosphere for children.
- Keeps appropriate records and provide reports as needed.

**General Agency Duties**

- Be able to explain CMC program information to students, clients, residents, volunteers and others in the community.
- Present a positive image of the Center and its programs.
- Provide direction, guidance and support to volunteers and interns as relevant to role, foster relationships with, and show appreciation for volunteers with whom you are in direct contact.
- Contribute to the CMC newsletter, board/committee reports and other public information activities as needed.
- Assist in tutor recruitment efforts.
- Assist with CMC fundraising efforts and serve on event committees as needed.
- Maintain clean and organized facilities including the storage and archives.
- Assist with the shared staff responsibilities for security of the clients/volunteers and building.
- Perform other duties as requested/assigned.

**Physical Work Requirements:**

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee regularly is required to stand, walk, sit for extended periods of time, work at a computer, and engage in repetitive hand and/or wrist movements.
- The employee occasionally lifts and/ or moves up to 40 lbs.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

I have read the job description and understand the responsibilities I am assuming in accepting this position.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date