



PALO VERDE COMMUNITY COLLEGE DISTRICT

PROJECT COORDINATOR OF CALIFORNIA ADULT EDUCATION PROGRAM

NATURE OF THE POSITION

Under the supervision of the Dean of Needles Center Campus, plan, organize, coordinate and implement the activities of the California Adult Education Program (CAEP) and collaborate with the Palo Verde Adult Education Consortium (PVAEC) to ensure that program goals, objectives, outcomes and deliverables are completed within established timelines; serve as a technical resource to the CAEP Project Director, PVAEC, students and others concerning assigned programs, services and functions; plan and conduct community outreach efforts to promote awareness of programs; oversee the distribution of program materials and calendars; assist the CAEP Project Director with preparation of project budget, reports and provide clerical support.

DUTIES AND RESPONSIBILITIES

1. Plan, organize, coordinate and implement the activities of the California Adult Education Program (CAEP) and Palo Verde Adult Education Consortium (PVAEC) to ensure that program goals, objectives, outcomes and deliverables are completed within established timelines.
2. Assist the Project Director in planning, coordination, implementation and evaluation of current and future program activities, objectives and priorities.
3. Organize and manage logistics for regular meetings including teleconferences or in-person meetings including travel, events, agendas, preparation of reports for regular updates, meeting minutes and follow-up actions.
4. Plan and conduct community outreach efforts to promote awareness of CAEP programs, foster growth of community relations and increase student participation in CAEP programs.
5. Maintain an updated list of services and referrals; provide lists to consortium members at each monthly meeting.
6. Assist the Project Director in monitoring program budgets and in the preparation of reports of goals, outcomes and deliverables to program stakeholders.
7. Assist the Project Director with preparation of project budget reports in collaboration with consortia partners, appropriate College administrators and College accounting personnel.
8. In collaboration with CAEP consultants, assist the Project Director in the organization of public relations and media related to Adult Education activities, including drafting

- articles for the paper, sub-contracting for any required printed materials/brochures, uploading best practices reports and maintaining website updates.
9. Provide clerical and administrative support assistance to the Project Director; research, compile and input data; perform special projects as needed; arrange for and organize any required trainings for consortia members and adult learners based on agreed upon projects.
 10. Provide technical information and assistance to the Program Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
 11. Prepare and maintain a variety of reports, records and files related to CAEP assigned activities.
 12. Communicate with other administrators, personnel, students, community partners and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
 13. Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work.
 14. Provide clerical assistance and coverage at the Needles Center career counseling office.
 15. Performing other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization, coordination and implementation of California Adult Education Program (CAEP).
2. Grant program goals, objectives, outcomes and deliverables.
3. Oral and written communication skills.
4. Principles and practices of supervision and training.
5. Grant management and compliance with requirements.
6. Community relations and outreach techniques.
7. Familiarity with community outreach, adult education, workforce development, and career counseling.
8. Understanding of workforce development and career counseling principles.
9. Applicable laws, codes, regulations, policies and procedures.
10. Interpersonal skills using tact, patience and courtesy.
11. Operation of a computer and assigned software.

ABILITY TO:

1. Perform a variety of specialized duties in the planning, organization, coordination and implementation of California Adult Education Program (CAEP).
2. Communicate effectively both orally and in writing.
3. Interpret, apply and explain rules, regulations, policies and procedures.
4. Establish and maintain cooperative and effective working relationships with others.
5. Operate a computer and assigned office equipment.
6. Analyze situations accurately and adopt an effective course of action.
7. Plan and conduct community outreach efforts.

8. Meet schedules and timelines.
9. Work independently with little direction.
10. Plan and organize work.
11. Maintain records and files.
12. Prepare comprehensive narrative and statistical reports.

MINIMUM QUALIFICATIONS

1. Associate's degree in a related field from an accredited college or university.
2. Two years of directly related experience.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid California Class C driver's license.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in a related field from an accredited college or university and college-level course work in Management, Supervision, Public Administration or the equivalent.
2. Knowledge of the California Education Code, Title 5, Chancellor's Office administrative procedures, Federal law and regulations and other legal parameters that affect the policies and practices of the student success and assessment operations of the District.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is a Management position.
2. Row 3 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.
4. This position is contingent upon continued categorical funding.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.