



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION: HEP Program Coordinator
SUPERVISED BY: Planning and Chief Academic Officer
LOCATION: Winton
SALARY: \$48 - 52K/YR DOE. Regular, Full Time, Benefits & 401(k)
DATE POSTED: June 14, 2021
APPLICATION DEADLINE: Open Until Filled

POSITION SUMMARY:

Working under the general supervision of the Director of Operations, the Coordinator assists with the overall implementation of the project, overseeing the day-to-day operations of the project, including planning, administering and supervising staff. Serves as the project's chief liaison to community partnerships, educational partnerships, and target area communities. Works with faculty to develop curriculum and student academic programs, develop participant/instructor/instructional assistant relationships in the interest of participant growth. Encourage and facilitate, school, family and community support for the participants. Implements, supervises, and evaluates project activities. Assists in recruiting, hiring, training, supervision and evaluation of staff. Develops and conducts training workshops for staff. Supervises instructors and tutorial staff. Consult with participants, faculty, and liaison to monitor participant's progress. Provides academic advising and counseling to participants as needed. Oversees participant and project record keeping to ensure compliance with grant regulations. Assists in preparing and submitting Annual Performance Report to the U.S. Department of Education and any other reports required by them. Assists in researching, preparing and submitting proposals for renewal of project funding. Other Functions: Performs all duties required for the successful implementation and operation of the project.

REQUIRED SKILLS AND KNOWLEDGE:

Working knowledge of the basic principals of educational counseling, decision making, individual and group behavior. Working knowledge of research and observation techniques for the purpose of recording, classifying, and interpreting factual information. Ability to rapidly acquire a working knowledge of the specific objectives of High School Equivalency Program and its relationship to the total campus orientation. Ability to interpret and apply program rules and regulations provided through the grant proposal. Ability to gather and analyze data used to enhance services for students. Ability to reason logically, draw valid conclusions and make appropriate recommendations for the program, university and students. Ability to participate and contribute in group meetings, conferences, and interviews. Ability to present clear and concise information orally and in written reports. Ability to establish and maintain cooperative working relationships with faculty, staff, student organizations, and other private and public agencies. Must have excellent writing and oral communication skills. Ability to work effectively and interdependently in a diverse university environment. Ability to interpret and apply federal, state, and university policies and regulations pertaining to academic achievement. Ability to use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements. Operating knowledge of basic computer systems, software, and Internet skills.

REQUIREMENTS:

MINIMUM QUALIFICATIONS: Education and experience: Equivalent to a bachelor's degree from an accredited college or university AND two years of professional work experience in designing, managing, and implementing educational programs for disadvantaged youth. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required experience on a year-for-year basis for up to 2 years. Special Condition (s) of Employment: Excellent written and oral communication skills in English and Spanish. Demonstrated ability to address the essential functions associated with this position including the knowledge and abilities identified above. Must continue to meet the established driving standards as a condition of employment. Computer literacy.

PREFERRED:

A Master's Degree in Education, Counseling, School Administration, College Student Personnel, or related field. Previous experience collaborating with school and community services personnel. Demonstrated understanding of and commitment to the CVOC's Vision Statement and the core values of mutual respect, collaboration and service orientation, multiculturalism and diversity, community service and institutional excellence. Experience working with a diverse and multicultural population.

A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See www.cvoc.org for application packet. Employment application may also be obtained at a CVOC office. Include your email address on your resume.

EOE/At Will Employer