



HUMBOLDT COUNTY OFFICE OF EDUCATION

Program and Event Coordinator

Job Summary

Under the direction of the designated program administrator, the Program and Event Coordinator supports and assists in the planning and implementation of a wide variety of events, resources and activities that connect to the goals of the Decade of Difference: 20/20 Initiative. These include: entrepreneurship-related youth activities as an instructional strategy embedded within HCOE and district-sponsored career tech education programs, promoting and supporting financial literacy within our local schools, supporting the Scholarship Central and Tuition Guarantee Programs; as well as providing assistance to the HCOE College and Career Counselor in moving forward related activities. This individual will employ a collaborative model delivery system that involves local business communities, chambers of commerce, service clubs and local schools. The Program and Events Coordinator will promote both school-based and county-wide efforts at all levels.

Examples of Duties

Leads or assists in the promotion of the activities associated with the Decade of Difference Initiative and HCOE career technical education programs; assists in the development of youth entrepreneurship-related curriculum for elementary, middle school and high school programs; makes presentations to local businesses and community groups discussing the opportunities available to youth entrepreneurs; promotes collaborative relationships among multiple agencies and organizations, assists partner agencies in monitoring/evaluating their individual program components; supports the goals of the Scholarship Central and Tuition Guarantee Programs; helps strategize the types of services to be delivered to students and/or schools; and provides significant assistance in event planning and execution.

EMPLOYMENT STANDARDS

Education and Experience

A Masters' degree in Business Administration or in a related field or a Bachelors' degree combined with advanced training in entrepreneurial education, successful small business development, and/or experience working with adolescents and/or community groups.– OR – some combination of education and experience comparable in depth to the above to demonstrate thorough preparation to perform required duties. Previous experience in organizing/managing grant-funded programs is highly desirable as is experience in public speaking and public relations. Possession of a driver's license or other acceptable demonstration of ability to be mobile and to perform community outreach and attend occasional state-level meetings is required.

Knowledge of:

- The broad spectrum of issues related to entrepreneurship education, entrepreneurial thinking, financial literacy, and, college and career readiness;
- Effective promotional strategies within schools and to the community;
- Event planning with the utilization of multiple technologies such as electronic presentations, video recording, live streaming.
- Individual, group, and business resources available in Humboldt County including knowledge of starting, operating and/or managing a small business;
- Typical computer word processing and data file management programs;
- Evaluation methodologies and approaches to accountability documentation.

Ability to:

- Relate well to and work cooperatively with a variety of agencies and school representatives, teens and community organization members;
- Speak to small and large groups with poise, confidence and clarity;
- Use a computer for producing written correspondence and for maintaining data files;
- Take initiative as well as follow the directions of the program supervisor(s);
- Communicate with tact, courtesy and with sensitivity;
- Problem-solve with groups and facilitate/conduct advisory meetings;
- Follow oral and written instructions;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work effectively under varying degrees of stress;
- Read and comprehend fine print and technical/legal language in contracts, spreadsheets, and text files;
- Communicate effectively via telephone, modem, and in person;
- Lift/move materials generally weighing less than 20 pounds.

Range 48

Personnel Commission Approved: 8/9/2011

Personnel Commission Revised: 9/10/2013