

**Edison State Community College** invites qualified candidates to apply for the full-time position of Coordinator of West Central Ohio Regional Education Partnership Program. The person in this position coordinates and operates the West Central Ohio Regional Education Partnership Program.

To be considered, candidates should include cover letter, resume, transcripts, and three professional references when completing their online application.

**Edison State Community College is an EOE/AA Employer.**

### **Examples of Duties**

- Coordinates and operates all functions of the West Central Ohio Regional Education Partnership Program to make a collective impact for citizens in the West Central Ohio region.
- Engage in theories of action including: StriveTogether, C2C (Cradle to Career), Strive, CoP (Community of Practice), and other best practices and strategies focused on enhancing WCOREPP goal obtainment.
- Schedule, plan, organize, and facilitate WCOREPP partner meetings.
- Provides information to potential program participants and their families and supports intake processing as needed.
- Requests, receives, gathers, and maintains documentation for all facets of service delivery and project evaluation.
- Coordinates and conducts training opportunities to ensure an inclusive and supportive experience for program participants.
- Manages the program budget.
- Advocates for, plans, and helps identify resources to ensure program longevity beyond the scope of the grant.
- Selects (and provides contextual training, if necessary) and supports individuals to fulfill project goals.
- Provides communication for all aspects of the grant project.
- Provide instruction for program participants as needed to support program outcomes.
- Ensures grant expectations are met including goals and financial obligations.
- Build and maintain professional relationships with multiple stakeholders, participants, and partner groups.
- Other duties as assigned by supervisor.

### **Required Knowledge, Skills, and Personal Qualifications:**

- Must be able to promote programs online and in-person with confidence and clarity in a variety of community and business organizations.
- The ideal candidate will have the ability to work independently, solve problems, and attend to the detail that will ensure grant objectives and make a collaborative impact.

- Must follow a drug free workplace policy.
- Familiarity with social media platforms, Microsoft Office Suite Apps (Excel, SharePoint, TEAMS, PowerPoint, Outlook, Word, OneDrive) and other office management and financial systems. Experience with Ellucian is preferred.

**Required Experience:**

Three to five years project/program development experience demonstrating successful completion of goals.

**Required Educational Background:**

Associate degree or higher with three or more years of successful related work experience. Education and experience in the following fields are preferred: social work, education, vocational, public relations, business, accounting, communications, organization management or closely related discipline.

**Other:**

Some evenings may be required based on grant meetings and activities.  
This position is 100% grant funded.