

Coordinator of West Central Ohio Regional Education Partnership Program

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

To be considered, candidates should include cover letter, resume, and list of education/work experience, including job titles in chronological order when completing their online application.

Edison State Community College is an EOE/AA Employer.

**This position is 100% grant funded.*

Functional Responsibilities:

- 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
- Drives accountability for the REP's progress under SB208 and serves as the designated contact for L2ED Dayton, ODEW, and state agencies on all program, reporting, and fiscal matters
- Holds authority to make day-to-day operational and coordination decisions on behalf of the backbone organization without requiring steering committee approval for each action
- Stewards the REP's agreements and is accountable for keeping partners aimed, aligned, and collaborating to implement the common agenda
- Engages consistently and reliably with Learn to Earn Dayton coaching, Communities of Practice, ODEW quarterly convenings, and other mandatory Technical Assistance (TA) activities
- Maintains presence in the region by attending partner convenings, community events, and cross-sector meetings as a visible representative of the partnership's shared work
- Keeps partners motivated by the goal that brought them together, holds partners accountable for performance metrics, and continually works across workgroups to learn and improve the partnership's collective ability to reach the shared result
- Sustains the work through leadership transitions; documents processes, maintains institutional memory, and supports governance structures that outlast any individual in the role

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.
- Project management: aligns and manages partners toward shared performance metrics, tracks progress against benchmarks, and coordinates workgroups and partner deliverables across the prenatal-to-workforce continuum
- Political savvy: navigates complex multi-sector relationships, competing interests, and power dynamics across K-12, postsecondary, workforce, health, and community systems without losing credibility or momentum
- Bridge building: facilitates trusting, participatory engagement across sectors and community constituencies; holds space for resident and family voice alongside institutional leadership

Required Experience:

Three or more years of project/program development experience demonstrating successful completion of goals.

Required Educational Background:

Associate degree or higher with two 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.

Funding:

**This position is 100% grant funded. Continued employment is contingent upon annual grant funding and performance in meeting established deliverables.*