



Cow Creek Government Office

Position Description

Position Title: Education Coordinator

Department: Education

Reports To: Education Director

FLSA Designation: Non-Exempt

POSITION PURPOSE:

Works as parts of the Career Center Team to plan and manage Career Center services. Scope includes working with Tribal citizens who live in and out of the service area. The Career Center focuses on career exploration, planning, and development – including education programs and supported work placements.

ESSENTIAL FUNCTIONS:

- Develops, implements, and supervises programs that support the sustainability and growth of Tribal members who seek career goals and post-secondary educational opportunities; focusing on success in employment.
- Provides career counseling; including skills/abilities assessments; applicable testing, researching and matching higher education opportunities.
- Works with the Career Center Team to manage and develop engagement strategies that include summer employment opportunity program, work experience and internship opportunities.
- Responsible for providing resources to assist Tribal members in determining career goals such as C.I.S. (Oregon Career Information System), LinkedIn Learning, and Achieveworks.
- Conduct one-on-one meetings and assist the Tribal members in becoming active participants in developing his/her individualized employment/education plan.
- Provide alternative services to out-of-service area Tribal members. Communicate through mail, email, teleconferencing, and telephone; with some outreach into the out-of-service areas.
- Develop career exploration activities through informational interviews, job shadowing, and events put on by the Career Center Team and community partners.
- Maintain and build relationships with community business and industry, community organizations and workforce development partners, including those UIDC companies as applicable.
- Track data on services offered and perform grant reporting as required.
- Manage Tribal membered benefit programs: Direct Employment Assistance, Continued Employment Assistance, and Internship/Apprenticeship support.

QUALIFICATIONS:

- Bachelor's Degree in relevant field, and 2 years' experience in related work. Work experience may be substituted for education.
- Experience in developing program goals and monitoring the effectiveness of program services.
- Prior experience in working with workforce development and/or college/career advising preferred.
- Organizational skill.
- Event planning as related to college entrance/exploration, career exploration and industry tours.
- Ability to communicate clearly and effectively with a wide variety of clients.
- Ability to research workforce trends and needs and work with community partners to meet those trends/needs.
- Excellent communication skills including informational interviewing.
- Assessments administration and analysis including review with applicants and related parties (parents, employers, ect.)
- Grant reporting.
- Perform other related duties as assigned.
- Flexibility in working on weekends or late evenings.
- Current valid Oregon Driver's license.