

Western Maricopa Education Center (West-MEC)

Job Description

Job Title: START Community Coordinator

Supervisor: START Administrator

Terms of Employment: Twelve months

Salary Range: \$34,000 - \$54,000

Essential Duties and Responsibilities:

- Cultivate relationships with education, business, and community organizations
- Develop community and educational events
 - a. Create and implement community education classes in media/create labs
 - b. Create and implement student summer camps
 - c. Develop community and educational event PR campaigns
 - d. Create new initiatives to impact community
- Direct business co-working space
 - a. Recruit businesses to lease space
 - b. Create and implement co-working culture
 - c. Oversee business lease accounts
- Manage START social media
 - a. Direct Twitter and Instagram accounts
- Manage profit center budget
- Respond to community inquiries regarding START center policy and general information
- Demonstrate positive interpersonal interactions with employees and the community
- Other job-related duties as assigned

Knowledge and Skills:

- Experience/knowledge/ability to learn Adobe CS software (InDesign, Photoshop, Illustrator)
- Experience/knowledge/ability to learn Apple Keynote and Google Suite software
- Experience/knowledge in event management
- Experience/knowledge in project management
- Experience/knowledge in social media management/analytics/design
- Experience/knowledge in budget tracking
- Experience/knowledge in developing/delivering presentations

Requirements:

- Two to five years experience in customer service/community outreach
- Ability to work in a fast-paced and dynamic work environment
- Development and implementation of systems
- Must possess a current Arizona Driver's License
- Must be able to pass fingerprint and background checks
- Must be able to sit at a computer terminal for two consecutive hours at a time, lift up to 50 lbs.
- May be required to travel to perform job functions
- Work flexible schedule

Evaluation: This position has a 90-day probation period, plus a yearly evaluation.

Closing Date: Open until filled

Start Date: April/May, 2017

Application Procedure:

Submit on-line application - West-MEC.org

Include:

- Letter of interest
- Current resume'
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.