

## **EDUCATION AND WORKFORCE COORDINATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** An Education and Workforce Coordinator is a paraprofessional class that performs a variety of assignments involving programs and public contact work for the Education and Workforce office. Employees in this class are responsible for administering, monitoring, and/or implementing education related strategies for programs such as Mesa College Promise, Mesa K-Ready, Read On Mesa, Mesa Family Resource Center, and the Workforce Center @ Mesa, which occur within the City or at an outside community group or school. In addition, incumbents must possess technical knowledge in the areas of early and higher education and/or workforce development; have the ability to explain and interpret information, including accessing learning opportunities for children, technical application and enrollment processes for parenting workshops, how to complete Free Application for Federal Student Aid (FAFSA) applications, financial aid, college applications, American College Testing (ACT) and Scholastic Assessment Testing (SAT), and interpret Grade Point Average (GPA); explain GED program enrollment criteria and resources; give basic college advisement to students and parents; must work independently and without specific instruction; and regularly exercise independent judgment when making decisions dealing with matters related to education. Duties also include working closely with a diverse group of preschool, elementary, Junior High, and High School students, parents, teachers, and counselors, as well as Workforce Center staff, community members, organizations, and partners. This position will assist in managing contracts, legal documents, budgets, financial documentation, and performing social media duties, including webpage updates and posting on social media. This position will support the Education and Workforce Administrator by helping to staff the Education and Workforce Roundtable and other boards created by the City, with tasks including preparing agendas and minutes; communicating meeting information to board members, the public, or other participating organizations; and preparing written and verbal reports, presentations, etc. Performs related duties as required.

**Distinguishing Features:** This class is supervised by the Education and Workforce Administrator, who reviews work through conferences, meetings, written reports, and overall results achieved. Employees in this class may be required to work evenings and weekends for special events. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Extensive (5+ years) experience in an education related field, including teaching, mentoring, or advising students. Graduation from an accredited college or university with an Associate's Degree in Education, Psychology, Counseling, or related field may substitute for two years of required experience.

**Special Requirement.** Must possess a valid Class D Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** None

**Preferred/Desirable Qualifications.** College advising experience in a post-secondary or high school setting is highly desirable. Early education experience or knowledge is highly desirable. Career counseling, school counseling, or workforce development experience preferred. Public speaking, presentation skills, and Bilingual (English/Spanish) speaking skills is desirable as well as knowledge of statewide education strategies and college and career readiness. Basic social media skills, posting ads, events, and updating websites is also preferred.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates in the form of email, texting, and in person with the general public, other City employees, students, parents, teachers, counselors, and others to respond to questions, obtain and provide information, provide training, and explain and interpret the rules, regulations, practices, and policies of the Education and Workforce office. Communicates with fellow educators, dignitaries, and elected officials regularly regarding education program initiatives, strategies, and accomplishments. Prepares reports, work orders, purchase orders, procedure manuals, surveys, packets, agendas, correspondence, and media collateral such as brochures, newsletters, flyers, etc., requiring independent judgment in handling problems of format, procedure, and context, including materials of a general, technical, or confidential nature.

**Manual/Physical:** Operates standard office equipment such as a personal computer (PC), printer, copier, calculator, etc. Enters information into a PC to prepare reports and other documents. Prepares and updates program calendars, marketing materials, graphs, spreadsheets, or similar information for the Education and Workforce office. Attends meetings with various City personnel and outside agencies. Participates in committees and planning groups as related to education, representing the City. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend meetings and make presentations at various outside community groups and schools in Mesa. Uses common hand tools such as a hammer or screwdriver to assemble classroom materials including easels, tables, and chairs. Operates a cart or lift to move tables and chairs weighing up to 30 pounds for distances of up to 150 feet for event setups. Arranges tables and chairs in classrooms. Carries promotional items (examples: school supplies, backpacks, water bottles, t-shirts, etc.) to and from events. Meets scheduling and attendance requirements.

**Mental:** Plans and executes marketing strategies, including social media. Prioritizes own work and work of the Education and Workforce office. Resolves procedural, operational, and other work-related problems by contacting appropriate personnel. Researches, analyzes, and compiles data for various reports, trainings, and publications.

### **Knowledge/Skill/Abilities:**

Knowledge of:

local education strategies;  
general education methodology;

financial aid process;  
public administration;  
data collection, tracking, and measuring;  
FAFSA;  
FERPA;  
college advising;  
research techniques and methods of report presentation;  
methods and policies pertinent to education;  
early education and child development;  
best practices in parent education;  
principles and techniques of marketing and promotions;  
modern office practices, procedures, and equipment;  
computer applications related to assignment; and  
effective customer relations techniques.

Skill in operating a computer and applicable software.

Ability to:

compile data for special and periodic reports;  
maintain complex records and/or databases and prepare accurate reports from such records;  
interpret and make decisions conforming to regulations and policies;  
perform assignments independently and without specific instructions;  
anticipate changes in the priorities of tasks or volume of work to be accomplished and make necessary adjustments;  
conduct oral presentations;  
prepare effective correspondence;  
perform special projects as assigned;  
plan and organize own work and work of the Mesa Counts on College Access Center; and  
communicate effectively and establish and maintain effective working relationships with the general public, other City employees, students, parents, teachers, counselors, community partners, and others tactfully and courteously.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 11/24

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CS4602 (Grant-funded)

EEO-Para

JOB FCTN-OFF

INCREMENTS 72-200

PAY GRADE 46

PAY GRADE 46

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SWORN-No