



Education Coordinator Job Description

Mission Statement: To Engage, Educate, and Empower communities of adult learners by advancing literacy skills and employment opportunities to achieve a better quality of life.
Vision Statement: Where continued education improves lives and builds better communities.
Position Summary: The Education Coordinator helps provides direction and leadership for the overall administration and coordination of Adult Education Programs at the Adult Education Center under the guidance of the Chief Program Officer.
Position Type: Full-time
Reports to: Chief Program Officer
Supervises: Instructors, Interns, and volunteers
Works With: Senior and Program AEC Staff, interns, volunteers, and partners.

Primary Responsibilities

Leadership

- Must demonstrate commitment to AEC’s mission, vision, and sustainability including working with board of directors, members of the senior team, and representation of the organization. Work with other members of the AEC team to create and practice a team and unified perspective. Work with board of directors and team members to maintain an organizational culture that is results-oriented, supportive, and promote life-long learning to increase positive social impact.

Coordination

- Responsible for the day-to-day operations of the Adult Education Programs including adult learners and instructors.
- Responsible for establishing Adult Education classes internally and externally in partnership with the Chief Program Officer.
- Responsible for adult learners that are enrolled in the Adult Education Program and tracking their progress and ensuring program effectiveness.
- Plan and organize Adult Education Programs.
- Recommend qualified staff for program and participate in hiring and onboarding processes
- Work with public and private agencies in carrying out programs.
- Assist with collecting and managing impact stories for grant proposals, annual contracts, and reports for Adult Education Programs.
- Plans, implements, and manage professional development programs for all Adult Education personnel.
- Enhance knowledge of the state database of TEAMS and other required databases and resources.
- Using the database to monitor classes, enrollments, and program data.
- Ensures that all required staff have access to TEAMS.



- Receives and distribute annual updates for the state information TEAMS, TWC, HGAC, Region 6 and other entities.
- Maintains all programmatic and administrative data for AEC's Programs.
- Provides orientation of program personnel on operational procedures and program procedures, including time and attendance, adult learners' attendance records and requisition of instructional materials.
- Attends state and local meetings directly related to implementation of the program.
- Visit all locations before classes are established to ensure that conditions are conducive for classes.
- Submits monthly, quarterly, and annual reports as required by system and funding sources.
- Promotes the Adult Education Programs to public and private organizations.
- Assists adult learners in exploring employment preparation, evaluating academic abilities, post-secondary plans, and setting goals.
- Provides resources to adult learners such as information packets and recruitment materials.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours.
- Performs other duties as assigned by an appropriate administrator or their representative.

Culture of Philanthropy

At AEC, we expect each person in the organization to serve as an ambassador by promoting the organization's mission and giving to the agency. The Chief Advancement Officer is an ambassador for the organization through their cultivation efforts in the community working with community leaders, other organizations, and supporters.

Success Metrics

- Adult learners enrolled are fully representative of AEL criteria and service are including limited English, most in need or low to moderate income.
- Programs are sufficient intensity and duration so that adult learners demonstrate progress towards their educational, employment, and post-secondary training goals.
- Accurate data is available to measure outcome measurement and programs performance.
- The development and achievement of programs goals specified by funding entities.
- Program provision entailing effective use of technology.
- Staff meeting professional development requirements.
- Cultivation of partnership with area school districts and community organizations to facilitate referrals to address unmet needs and expand satellite model.

AEC's Culture

- We commit to the organization's mission, vision, and values.
- We commit to the excellence in all we do.



- We commit to quality assurance and improvement.
- We commit to innovation and what is possible.

Qualifications

- Associate degree or higher in business, education, nonprofit administration, or related field.
- 2-4 years of experience in business, nonprofit administration, educational setting or equivalent.
- Supervisory Experience of staff, volunteers, or interns is a plus.
- Knowledge of Education Programs from a varied perspective. Must have demonstrated experience in operationalizing strategic plan successfully. Experience managing and working collaboratively with teams.

Competencies

- Knowledge of state and federal adult education information, policies, guidelines, and regulations.
- Highly dynamic professional with strong time management skills.
- Excellent active listening, persuasion, negotiation, presentation, and public skills required.
- Organizational skills with exceptional attention to details.
- Has great energy, a high degree of self-awareness. A curiosity about what motivates donors to give.
- A commitment to life-long learning about adult education and programming.
- Experience in researching compiling and preparing reports and related information.
- Decision making.
- Leadership Skills, Grant management, and procurement skills.
- Ability to keep concise records.
- Adaptable and reliable in face of conflict, crisis, or changing priorities.
- Committed to diversity and inclusion.
- Literate in program dashboards and reporting, applies data to assess program effectiveness and efficiency, and acts in a fiscally responsible manner.
- Politically astute and tactful.
- Ability to thrive in a flexible, fast-paced, and growth-oriented environment while maintaining a positive solution-focused approach.

Working Environment

- This position operates in a professional office environment. This role currently uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands



- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Travel

- This position requires travel to sites, meetings, trainings, in-services, and conferences.

How to Apply

To apply for this position, email a cover letter, salary requirement, and resume to jobs@adulthoodeducationcentertexas.org.

Equal Opportunity & Diversity Statement

At the Adult Education Center, we embrace and celebrate diversity. Diversity and inclusion allow the Adult Education Center to thrive when we get it right. The Adult Education Center is an equal opportunity employer. We provide equal employment opportunities to all persons without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), age, physical, mental or sensory disability, marital, civil union or domestic partnership status, past or present military service, family medical history, family or parental status, political affiliation or belief. At the Adult Education Center, we have zero tolerance for any form of discrimination or harassment of our employees. Our dedication to ensuring a safe and healthy workplace free of discrimination and harassment is a priority and woven into the Adult Education Center's organizational fabric and policies.

If you are interested in learning more about the Equal Opportunity & Diversity activities and process, contact:

(281) 485-1000.

Reasonable Accommodation & Modifications Notice

Federal law requires employers to provide reasonable accommodation to qualified applicants with disabilities. Let us know if an accommodation to apply for a job or to perform your job is required by contacting Human Resources. Reasonable accommodation includes modifications to the application process or employment procedures, providing documents in an alternate format, requiring a sign language interpreter or using specialized equipment. If you need an accommodation due to a disability to apply for a position at the Adult Education Center, call us at 281.485.1000 or send us an email at reasonableaccommodations@adulthoodeducationcentertexas.org.

Signatures: I have read and understand the job description. I agree to comply with the terms and responsibilities.

Employee	Date	Authorized Signature	Date