COLLEGIATE EDU-NATION

edu-nation.org

Job Title: Community Impact Coordinator

Reports to: Chief Partnerships Officer

Overview of Collegiate Edu-Nation:

Collegiate Edu-Nation (CEN) is a statewide network that facilitates the transformation of rural student outcomes and rural workforce development by partnering with local school, community, and business leaders to establish and support regionally relevant P-20 education systems. CEN acts in the role of an intermediary by connecting member school districts with training and resources in a number of critical areas, including capacity building, intentional service supports, statewide networking, professional development, and continuous improvement systems. CEN leads toward the future by focusing on a college and career vision of achieving affordable access and educational attainment, integrating transformative educator development, and providing exemplary technical support.

Postsecondary & Workforce Focus: Edu-REACH

As a P-20 System Model, CEN is committed to supporting students from Pre-K through Year 20. The Edu-REACH (Rural Education Achievement for Community Hope) program recognizes the critical importance of nurturing talent within rural communities. By offering local, adult students the opportunity to pursue degrees and certifications without the burden of relocation, Edu-REACH seeks to bridge the educational gap that many rural communities encounter. The project bolsters local economies by ensuring that students can access relevant post-secondary education and apprenticeships in their respective communities.

Through the Edu-REACH initiative, we envision a future where non-traditional, rural students have the resources, support, and opportunities needed to thrive in their local communities. Adults in rural Texas interested in attending a post-secondary institution for the first time, those returning, and/or joining a Registered Apprenticeship Program will find Edu-REACH a pivotal resource in their educational and career journeys.

Position Overview:

The CIC is responsible for the development and operation of CEN's Year 13/14 P-TECH program and the coordination of adult education and workforce development opportunities. The CIC is responsible for providing guidance and support to adult learners in helping them to successfully navigate their academic journey. The role of the CIC is primarily focused on improving student retention, persistence, postsecondary graduation rates, registered apprenticeships, and job placement.

Essential Functions:

- Coordinates the planning, development, and support of CEN's continuing education division to support the needs of the district and community

- Works with business and industry to access needs and develop customized training
- Prepares and implements a comprehensive marketing plan under the direction of the Chief Partnerships Officer
- Manages planning, scheduling, budgeting and operational efficiency
- Develops templates and resources for 13/14 P-TECH and Adult Learning Program
- Provides one-on-one coaching and support to 13/14 and adult college students, offering guidance and encouragement throughout their academic journey
- Collaborates with students to set personalized academic goals and develops action plans to achieve them. Monitor and track progress regularly.
- Assists students in selecting appropriate courses, majors, and academic pathways based on their interests, strengths, and long-term career aspirations.
- Support adult learners in the education process including financial aid, course progress monitoring, registration, etc.
- Supports students in securing internships/apprenticeships related to their field of study. Monitor and track students' progress during internships, ensuring they meet the necessary requirements and gain valuable experience.
- Connect students with campus resources and support services such as tutoring, counseling, and career services to enhance their academic success and personal development.
- Establish and cultivate relationships with local businesses, organizations, and industry professionals to create internship and employment opportunities for students.
- Identify potential business partners that align with students' academic programs and career goals. Initiate contact, conduct meetings, and negotiate partnership agreements to create mutually beneficial relationships.
- Attend industry events, career fairs, and community gatherings to promote CEN's 13/14 and Adult Learning Program.
- Represent CEN in a professional manner and effectively communicate the benefits of partnering.
- Work closely with faculty, staff, and internship partners to align academic programs with industry needs and ensure students are prepared for the workplace. Collaborate with business partners to develop internship/apprenticeship program guidelines and requirements.
- Track the success and outcomes of business partnerships, including internship/apprenticeship placement rates, student satisfaction, and employer feedback. Use data and feedback to assess the effectiveness of partnerships and make recommendations for improvements.
- Participate in ongoing evaluation of college completion programs and initiatives, including the effectiveness of business partnerships, recommending improvements based on student feedback and outcomes.
- Maintains confidentiality of all information encountered during business operations, including details related to students and supervisors.
- Teamwork, supervision, and personal interaction, with regular and predictable on-site attendance in community to support needs of continuing education

Business Partnerships:

- Establish partnerships with economic development, chamber and businesses for internships and CEN apprenticeships
- Establish MOUs with businesses for internships and CEN apprenticeships to support the needs of adult ed students
- Research and recommend alignment of IBCs with business needs
- Develop outlets for unpaid/paid internships during 11th/12th grade year(s) with business partners based upon community requests and needs
- Develop outlets for paid internships for 13/14 PTECH students with business partners
- Work with CEN Chief Partnerships Officer to establish registered apprenticeships based upon district and community needs/interest

Qualifications:

- Required Experience & Skills:
    - Bachelor's degree preferred with three years experience in education and/or workforce development
    - Experience in developing continuing education courses and programs;
    - Subject to a criminal background check and fingerprinting prior to employment.
    - Deep understanding of career technical education and work-based learning
    - Exceptional organizational skills, strong attention to detail, and the ability to manage multiple responsibilities.
    - Ability to work independently and efficiently in a fully remote environment, with accountability for deliverables and outcomes.
- Preferred Experience:
    - Experience in working with economic development organizations and businesses.
    - Experience in working with institutions of higher education and other state and national agencies.
    - Experience in higher education counseling or advising roles.
    - Strong understanding of college student development and the challenges faced by students in achieving academic success.
    - Excellent communication and interpersonal skills to build relationships and effectively support students.
    - Knowledge of college policies, academic programs, and resources available to students.
    - Organizational skills and attention to detail to track student progress and maintain accurate records.
    - Familiarity with data analysis and evaluation techniques to inform program improvements.
    - Empathy, patience, and a passion for supporting students in reaching their full potential.

Physical Requirements/Environmental Conditions:

- Prolonged periods of sitting, attending meetings, and working virtually or on-site.
- Occasional travel (approx. 40-50%)
- Must maintain a dedicated home office environment with reliable virtual communication capabilities.

Compensation:

- Salary range: $55,000–$60,000, based on experience and qualifications
- This is a grant-funded position
- 226-day at-will contract
- Cell phone/internet reimbursement stipend

We will hire one CIC in each of the Lubbock, Abilene, and Beaumont areas that will serve the rural areas of South Plains, West Central, and Southeast Texas.

Please complete this form if you are interested:
https://docs.google.com/forms/d/e/1FAIpQLScHv-Dz3N5zIPRgNDMgNT4e8LB2MKvn5RRTG9qFaiNd5oZNbA/viewform?usp=sharing&ouid=115794878839921494480