



Position Overview

Join us as the Educational Services Director and lead the charge in advancing our mission through education. You will shape and nurture educational programs, engage diverse learners, and establish valuable partnerships. As a pivotal leadership team member, you will drive academic excellence, inspire positive change, and make a lasting impact. You will also be a Board of Directors voting member, referred to as the “Board.”

Your role is instrumental in fulfilling our mission by delivering high-quality education and expanding our services to meet the digital literacy and technology education demand in Central Ohio and beyond. You will contribute to bridging the digital divide and fostering digital empowerment within our community.

CCS dedicates itself to creating an inclusive and diverse community. We welcome individuals of all ages, backgrounds, and skill levels, and our strength lies in the richness of our differences. By volunteering with us, you'll be part of an organization that values and celebrates diversity, where everyone's voice is heard and respected.

Responsibilities

- **Liaison with APCUG:** Serve as the primary liaison between CCS and APCUG, maintaining regular communication and fostering a strong relationship between the two organizations.
- **Information Sharing:** Share relevant information, resources, and opportunities from APCUG with CCS members and leadership, keeping them informed about industry trends, best practices, and events.
- **Representation:** Represent CCS at APCUG meetings, conferences, and events, advocating for CCS's interests and participating in discussions on topics relevant to user groups.
- **Networking:** Build and maintain relationships with other APCUG representatives and user group leaders, fostering collaboration and sharing of knowledge and resources.
- **Feedback and Input:** Gather feedback from CCS members and leadership to provide input to APCUG on programs, services, and initiatives that would benefit user groups.



- **Promotion of APCUG:** Promote APCUG programs, services, and events to CCS members, encouraging participation and engagement with the broader user group community.
- **Educational Opportunities:** Identify and promote educational opportunities provided by APCUG, such as webinars, workshops, and conferences, that would benefit CCS members.
- **Advocacy:** Advocate for the interests of user groups within APCUG, ensuring that the needs and priorities of CCS and its members are considered in APCUG's decision-making processes.
- **Reporting:** Provide regular reports to the CCS Board and membership on APCUG activities, initiatives, and opportunities, informing them about the value and benefits of CCS's affiliation with APCUG.

Qualifications

- Applicants should have proven experience in educational program management and leadership roles.
- Strong project management skills, enabling the successful delivery of projects and a demonstrated ability to drive tangible results.
- Applicants should possess excellent interpersonal and communication skills.
- Candidates should have experience in grant writing and a proven track record in fundraising efforts.
- Applicants should understand current educational best practices and trends.
- Candidates should have a passion for the mission and values of the non-profit sector.