

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Coordinator of Community Education

**DEPARTMENT:** Instruction

**REPORTS TO:** Director of Community Education

**SUPERVISES:** N/A

**FLSA:** Exempt  X  Non-Exempt \_\_\_\_\_

**DOCUMENT STATUS:** New/Date: \_\_\_\_\_ Revision #:  3  Date:  12-6-2018

**TRAVEL:** Travel is required

**COLLEGE-WIDE**  X  **CAMPUS:**  RANGELY   CRAIG

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**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. Please visit the CNCC website at [www.cncc.edu](http://www.cncc.edu) for application submission details.

**Review of applications will begin immediately.**

**GENERAL SUMMARY:**

Responsible for the creation, development, implementation and supervision of community education courses for Colorado Northwestern Community College (CNCC). This position will be expected to work closely within the local community to deliver programming directly relevant to community needs, summer enrichment programs and workforce development.

**PRIMARY DUTIES:**

1. Directs the operational functions of the Community Education Program by developing a course schedule for fall, spring and summer sessions based on current and emerging need of the local community.
2. Ensures that all non-credit course offerings, public information and public relations efforts are within the scope of the mission and vision of CNCC.
3. Assists the Director with the creation and maintenance of the Community Education budget.
4. Generate, schedule and advertise course/program offerings. Will also be responsible for the creation and updating of course marketing materials.
5. Represents CNCC at community, board, regional and civic meetings as required.
6. Evaluate part-time instructors through the use of student course evaluations and self-evaluations.
7. Responsible for registration of community education students.
8. Assists in the identification and development of public service workshops and/or seminars for citizens, community leaders, businesses (i.e. College for Kids).
9. Negotiate appropriate contracts/agreements for educational programs, with local agencies businesses and industry.
10. Travel within as well as outside the local service area as needed to participate in conferences, committees and trainings as needed.
11. Facilitate open communication with the local community as well as other college departments.

12. Perform other duties as assigned by the Director of Community Education.

**ESSENTIAL SKILLS, ABILITIES & KNOWLEDGE:**

- Microsoft Office Suite
- Budget management
- Social Media
- Knowledge of the local community
- High degree of comfort and experience with public speaking

**MINIMUM/ESSENTIAL QUALIFICATIONS:**

- 1. Education and Training:** Associate's Degree. Technical or professional experience may substitute for an associate's degree on a year for year basis
- 2. Prior Related Experience:** 1-2 years sales experience / 2-5 years management experience

**PREFERRED QUALIFICATIONS:**

- Education and Training: Bachelor's Degree
- Equipment/Software Skills: BANNER 9 / Adobe-InDesign Software

**APPLICATION INSTRUCTIONS**

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment, to [human.resources@cnc.edu](mailto:human.resources@cnc.edu) located at <https://www.cnc.edu/human-resources/employment-opportunities-2/>.

**Colorado Northwestern Community College is an Equal Opportunity Employer**

**ESSENTIAL FUNCTIONS**

**In an 8 hour workday, this job requires:**

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)				X		
Kneeling/Crawling				X		
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing			X			
Balancing				X		
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.			X			
36 - 50 lbs.			X			
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements					x	
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

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This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_