

Special Projects Coordinator – Immediate Opening

Education for Employment System #330 (EFE #330) is a K-12 career and technical (vocational) education cooperative, headquartered at Parkland College in Champaign, IL, and comprised of 14 school districts in Champaign, Douglas, Ford, and Piatt counties. In addition to providing funding and regional administration for career and technical education initiatives at member districts, EFE #330 coordinates regional career development activities and administers the Early College and Career Academy at Parkland College. EFE #330 is currently seeking a qualified candidate for the position of Special Projects Coordinator. Please contact Nick Elder, Director, (217-355-1382, nelder@efe.k12.il.us) with any questions about the position. EFE #330 is an equal opportunity employer.

Qualifications

- The successful candidate will be a self-directed individual, with the ability to relate to students and effectively collaborate with secondary and post-secondary educators, members of the community, and local business professionals.
- Bachelor's degree or higher
- Ability to demonstrate the effective use of technology to complete job responsibilities
- Prior successful experience in education preferred
- Such alternatives to the above qualifications as the EFE Board may find appropriate and acceptable

Job Responsibilities

- Coordinate EFE #330 Regional Summer Construction Program
- Coordinate annual 8th Grade Career Conference
- Work with school districts to provide information regarding the Early College and Career Academy for prospective students and parents by visiting classrooms and attending parent nights, open houses, or other activities, as requested by school districts. Public speaking will be required.
- Work with school districts to provide classroom instruction and educator training for the Career Cruising online career development system
- Assist Director in planning and coordinating EFE #330 professional development activities
- Provide resources and assistance to EFE #330 region career and technical education (CTE) teachers
- Social Media: maintain EFE/ECCA Facebook account and ECCA Twitter account
- Research and make recommendations for future regional career development activities
- Attend professional development workshops, as requested by Director
- Represent EFE #330 at school, community, and statewide meetings, as requested by Director
- Provide assistance on any other projects and activities, as requested and assigned by Director

Compensation Package

This is a 12 month, Illinois Municipal Retirement Fund (IMRF) position. **Starting** base salary will be in the range of \$35,000 - \$40,000, based on prior experience and qualifications. Additionally, the board will provide fully paid individual health, dental, and life insurance. Coordinator will have two weeks paid vacation, 12 sick days, 3 personal days, as well as all board-approved paid holidays, including winter and spring break.

Application Deadline: April 25, 2017

Starting Date: Preferred starting date is June 5, 2017, but is negotiable, based on availability of candidate

To Apply:

Please mail a letter of application, resume, three letters of reference, and copy of transcripts to:

Education for Employment System #330
Parkland College, A113, c/o Nick Elder
2400 West Bradley Avenue
Champaign, IL 61821