



Concord Carlisle

Adult & Community Education

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Position: Continuing Education Coordinator

Reports To: Director of Adult & Community Education

Position Description:

This is a year-round position working closely with the CCACE Director to plan and execute continuing education programs. CCACE offers hundreds of classes each year that respond to community needs and interests community members in Concord, Carlisle and the surrounding.

Responsibilities:

The Continuing Education Coordinator responsibilities include, but are not limited to:

- Manage and implement all continuing education programming.
 - Coordinate class logistics and communicate with instructors and students.
 - Is physically on-site at class location (usually CCHS) when new classes are starting.
 - Collects and reviews course evaluations.
 - Enters requisitions and submits invoices, as well as prepares payroll for Continuing Education instructors.
- Research and develop new class ideas and instructors.
- Network with local organizations and businesses to form relationships, increase visibility, and generate programs and registrations.
- Promotes the Continuing Education programs within the schools, throughout the community, and online.
- Assist with catalog writing and editing.
- Attends weekly staff meeting with Director and other Coordinators.
- Assists the other Coordinators and Director during peak registration periods.
- Interacts with customers and answers the phone.
- Provides general administration and office support.
- Other duties as assigned

Qualifications:

The ideal candidate is an enthusiastic, flexible, self-motivated individual. Candidate should also possess:

- Bachelor's or higher degree
- Past experience in program development; knowledge of our market a plus
- Excellent writing, communication and interpersonal skills
- Organized, attention to detail, ability to create and adhere to timelines
- Proficient in Google Suite and Microsoft Office
- Ability to interact with students, instructors and/or staff in a team environment.
- *A sense of humor and ability to work closely with others in a small, fast-paced office is a plus.*

Compensation:

The position is part-time, 25 hours per week, 12 months per year; flexible schedule, depending on when new classes are starting - some evenings required.

Salary: \$35,000

Eligible for health insurance. This position is eligible for health and other insurance and town retirement; sick, personal and vacation days are earned proportionate to hours worked.