UFM Community Learning Center
New Program/Project Coordinator

Position Description

The person in this position is responsible for the development of new educational programs at UFM Community Learning Center including course development, course selection, and securing instructors. This person will also investigate and develop new program areas that align with UFM’s mission and values. The position reports to the executive director of UFM Community Learning Center. This is currently a half position.

Develop and Implement Noncredit Class Programming - 65%

- Serve as the main contact for new instructors, class, and program areas.
- Identify and contact potential class instructors.
- Work with individuals and organizations to develop new classes through UFM. Follow up as needed to facilitate the creation of new offerings.
- Research current trends and offerings by other community-based organizations to develop new course content and offerings.
- Work with other local programs when possible to avoid duplication of services and increase collaboration with other organizations, businesses, and individuals.
- Research possible grant funding for new program areas or to expand existing areas.
- Work with individuals, organizations, and grant funders to develop new programs and offerings.
- Negotiate contracts for collaborative activities with other organizations.

Public Relations - 20%

- Maintain a good working relationship with the community and the university.
- Maintain awareness of possible new community and campus linkages.
- Participate in local task forces, community collaborations, and at community events with the purpose of creating networking opportunities.

Other Duties - 15%

- Participate in UFM staff meetings and other activities as time allows.
- Understand other UFM program areas and work with other coordinators and support staff to facilitate achievement of overall organizational goals.
- Assist Executive Director with program-related activity.
- Other duties as negotiated with Executive Director.

Required Qualifications:

- Bachelor’s degree. This position may use an educational equivalency as determined relevant by the hiring manager.

Preferred Qualifications:

- Bachelor’s degree in education, social sciences, human services or related field, as determined relevant by the agency.
- Demonstrated experience in program planning, community outreach or community education.
• Proven record of managing multiple projects and priorities simultaneously.
• Experience writing and/or reviewing grant proposals.

**Knowledge, Skills and Abilities:**
• Excellent oral and written communication skills
• Strong skills in time management, attention to detail, follow-up, and the ability to meet multiple deadlines
• Demonstrated ability to work with diverse populations
• Demonstrated personal computer proficiency
• Ability to work with minimum supervision
• Ability to adapt to quickly changing priorities
• Strong interpersonal and teamwork skills
• Self-motivated and able to work independently

**Other Requirements:**
• Applicants must be currently authorized to work in the United States at the time of employment.

**Salary Range:** $16 to $24 per hour.
Currently defined as a half time position.

**To Apply:**
Email a letter of introduction, resume and three references to Linda Teener, linda@tryufm.org. For best consideration apply by February 26, 2021. The position will remain open until filled.