



## City of St. Charles School District

### CEA PROGRAM COORDINATOR

Reports to:	St. Charles County CAPS Director
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	Full-time, 246 calendar
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

#### **JOB SUMMARY:**

This position requires performance of a variety of complex secretarial and administrative work for the CEA and CAPS program. This includes working closely with industry professionals to connect students with career exploration opportunities such as job shadows, internships, and in-class presentations. This also includes attending the four Chamber of Commerce organizational events 2-3 times a week to build business relationships.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

- Maintain a comprehensive database, of business professionals related to career exploration opportunities for students.
- Process requests for career exploration experiences from schools.
- Maintain communication with CEA School/District Point Person.
- Work closely with industry business partners to develop, schedule, and place students. This will require attending community events such as the Chamber of Commerce morning events, luncheons, and occasional evening events.
- Assist with student intake and other events that pertain to the recruitment of students. This will include visiting all 15 high schools in St. Charles County.
- Maintain student, educator, and industry contacts, schedules, and surveys through the use of a Customer Relationship Management (CRM) tool.
- Assist with preparation of marketing documents, flyers, and other program-related materials.
- Market and promote CEA via social media platforms and website.
- Responsible for record keeping, filing, and maintaining other documents as required.
- Perform non-routine and skilled administrative work.
- Schedule meetings, appointments, and prepare meeting agendas as requested.
- Produce accurate work within frequent interruptions.
- Prioritize multiple tasks, work effectively under stress and in a fast-paced environment, meet deadlines, and take direction.
- Complete special projects, and other duties as assigned.
- Maintain confidentiality, unquestionable integrity.
- Attends/Completes District PD and training.

**Interpersonal Relations:**

- Demonstrate positive interpersonal relationships with students, schools, and business professionals.
- Demonstrate positive interpersonal relationships with office and district staff.

**Professional Responsibilities:**

- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Demonstrate enthusiasm toward students and the teaching profession.
- Follow the policies and procedures of the school district.
- Maintain confidentiality and unquestionable integrity with staff and students.
- Willing to travel around St. Charles County to promote both programs to business leaders to gain relationships and partnerships that will lead into job shadowing and internship opportunities for students in both programs.

**SUPERVISORY RESPONSIBILITIES:**

- Not applicable.

**QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND/OR EXPERIENCE:**

- High school graduate (GED); some college coursework preferred.
- Minimum of one year related professional work experience preferred.

**OTHER SKILLS AND ABILITIES:**

- Must be able to problem solve and apply critical thinking skills.
- Must have strong interpersonal, communication, and customer service skills.
- Must be organized, efficient, detail oriented, and have the ability to take initiative.
- Must have excellent computer skills including Microsoft Office and Google applications.
- Experience with Adobe InDesign, Photoshop, and other design tools is preferred.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required

by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to loud depending on the assignment of the position. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

CEA Program Coordinator  
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