



West Virginia Department of Agriculture

1900 Kanawha Blvd. E., Charleston, WV 25305
304-558-3550

Walt Helmick
Commissioner

VACANCY ANNOUNCEMENT

Title: Education Services Coordinator
Location: Cedar Lakes Conference Center, Ripley WV
Salary: Commensurate with Experience

Send Resume

And Application To: **Anne Oravec, Executive Assistant**
West Virginia Department of Agriculture
1900 Kanawha Boulevard, East
Charleston, WV 25305-0170
Phone: 304-558-2221
E-mail: aoravec@wvda.us

Closing Date: Until Filled

Note:

To be considered for employment a West Virginia Department of Agriculture Application must be submitted. Applications may be obtained at:

<http://www.agriculture.wv.gov/Resources/Pages/default.aspx>

Nature of Work:

The **Education Services Coordinator** has the primary responsibility for coordinating the planning, developing, scheduling, and implementation of training classes including practical agriculture applications, the Road Scholar program, and instruction in other traditional arts and crafts. This will be accomplished by offering educational programs to meet public interests. Through these activities, this position will also be responsible for promoting the facility to attract new business.

Incumbent works independently and reports directly to the **General Manager of Cedar Lakes**.

Examples of Work:

- Plan, schedule and implement training classes to be offered at the Cedar Lakes Conference Center including:
 - Recruiting and hiring class instructors.
 - Accepting student registrations.
 - Providing logistical arrangements for the classes such as scheduling class space, ordering supplies.
 - Completing administrative paperwork such as, contracts, invoices, evaluations, etc.
- Develop and coordinate classes to be offered through the Road Scholar program.
- Promote the trainings offered including preparing brochures, news releases, radio and television advertising and making personal contacts.
- Responsible for providing program information for the Cedar Lakes web page.
- Meet with various organizations to promote the facilities and training opportunities offered at the Cedar Lakes Conference Center.
- Develop and maintain a process to call on prospective customers in person, by phone and email.
- Coordinate activities with other Cedar Lakes staff as necessary to ensure that all training registration information is accurate and entered into the reservation computer system (RDP) in a timely manner.
- Meet with individuals participating in the training programs to ensure their expectations are met.
- Develop and maintain a procedure to record the number of participants and instructional hours per participant in each of the training classes offered to determine the continued viability of each of the programs.
- Responsible for the inventory, organization and storage of all training center equipment, supplies and materials.
- Maintain a current mailing and contact list for each training class offered.
- Prepare and submit to General Manager a budget of funds required for the training program and implement upon its approval.
- Research and explore opportunities to write/submit grant proposals to obtain additional support for existing programs and expand services if possible.
- Assist in miscellaneous tasks such as greeting and registering class participants, answering telephone inquiries and selling class related items.
- Remain on call and respond to all urgent problems with a training class when contacted.
- Establish positive, collaborative working relationships with the public, other agencies, class instructors and participants, subordinates, peers and supervisor to continuously improve program offerings.
- Maintain positive work habits to maximize dependability, productivity and efficiency.
- Possess strong communication skills including public speaking.
- Participate as the Commissioner of Agriculture's representative on the Mountain State Art and Craft Fair board.
- Perform other duties as assigned.

Working Conditions:

Ability to sit, stand, and walk, drive, operate a computer, public speaking. Occasional bending, stretching, stooping and lifting < 50 pounds.

Minimum Qualifications:

- High school diploma or equivalent required. Degree preferred.
 - Relevant experience may be substituted for higher education on a year-for-year basis.
- Experienced in working with other government agencies and the public.
- Must have a general knowledge of accounting principles.

Additional Requirements:

- Valid Driver's License is required.
- Satisfactory completion of pre-employment drug testing.
- Satisfactory completion of pre-employment law enforcement background investigation, including DMV records.
- Must maintain a positive image of the Commissioner, West Virginia Department of Agriculture and the State of West Virginia.

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