



Position Title: Part-Time Professional Program Coordinator, Earth Ethics Institute (EEI)
Job Code: 8104 **Grade:** HI
Reports To: Director, Earth Ethics Institute (EEI) **FLSA:** Exempt

Job Description:

The Part-Time Coordinator will be responsible for assisting the director and staff to create and maintain the existing EEI programs. This individual is responsible for a broad range of duties associated with the proper functioning of the Earth Ethics Institute on several campuses and in the community.

Duties & Responsibilities:

- Organizes internal and external programs
- Manages and maintains program files
- Collects and maintains documentation for each program
- Serves as a liaison between the Earth Ethics Institute and program participants
- Provides general information and answers calls regarding Earth Ethics Institute programs
- Coordinates internal and external resources that will deliver services to program participants
- Assists in continuous program evaluation
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's Degree from an accredited institution and three (3) years of related experience
- Possess strong interpersonal skills
- Possess computer skills
- Possess excellent communication skills (written and verbal)
- Ability to work independently with minimal supervision
- Possess personal transportation
- Project management experience or exposure preferred
- Responsive to the needs of the program/participants
- Ability to work well with faculty and student support staff
- Ability to work in a multi-ethnic/multi-cultural environment
- Ability to work a flexible schedule that may include evening and weekend assignments

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name