



Position Title: Part-Time Green Jobs Training Program Coordinator

Job Code: 8112

Grade: HI

Reports To: Institute for Professional and Workforce Development
Program Manager

FLSA: Exempt

Job Description:

The Part-Time Green Jobs Training Program Coordinator supports a wide range of classes in the School of Community Education with special responsibilities for activities in the area of Renewable, Sustainable, and Environmental programs.

Duties & Responsibilities:

- Coordinates, maintains and develops college-wide programs for workforce development leading to professional licenses, certifications, and professional development CEUs in the Renewable, Sustainable, and Environmental fields. Some of the programs include but are not limited to:
- LEED-AP Certification
 - Photovoltaic Systems Design and Installation
 - Indoor Environmental Hygienist
 - Solar Thermal Systems
 - Weatherization
 - Home Energy Rating Analysis
- Assists in identifying and hiring qualified instructors.
- Identifies new markets and develops new courses and advertising strategies to market courses to the general public and grow the green jobs training program.
- Attends meetings and networking opportunities related to green jobs grant proposals.
- Maintains updated documentation on national and state certifications and CEU requirements for green jobs training.
- Monitors enrollment, compiles information for reporting purposes, and assembles enrollment reports as necessary.
- Oversees development of green jobs lab facilities and equipment.
- Works directly with part-time staff to maintain high standards for quality programs.
- Assists in the creation and maintenance of RPAs, Agreement for Services and Contracts for all instructors and clients.
- Uploads and maintains correct courses and programs information on the Community Education website, and abides to timelines surrounding the production of brochures, flyers, mailing, and other marketing pieces.
- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in sustainability-related field (engineering, architecture, electrical, construction, sustainability, etc.)
- Minimum three (3) years of full-time work experience in a related field (solar panel installation, energy audit, green construction, Leadership in Energy and Environmental

Design – LEED, North American Board of Certified Practitioners – NABCEP work, or comparable credential from an accredited organization).

- NACEP certification or ability to obtain within the first year of employment.
- Knowledge of basic theories, principles, concepts, and methodologies within sustainable technology practices.
- Ability to read, analyze, and interpret common scientific and technical journals.
- Competence in computer operations and applications.
- Competence in oral and written communications.
- Ability to establish and maintain effective communication and interpersonal relationships throughout the College and the community.
- Ability to work in a multi-ethnic and multi-cultural environment.
- Ability to work a flexible schedule.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name