

Baker Technical Institute
(a division of Baker School District 5J)
Program Coordinator
IN/OUT OF DISTRICT
Date Open: June 21, 2021

POSITION INFORMATION

- Baker Technical Institute is currently seeking a candidate for the position of Program Coordinator.
- This full-time position is a 1.0 FTE 260 days per year.
- Position to begin as soon as possible.

POSITION SUMMARY

- Performs the necessary tasks required in the coordination of programs at Baker Technical Institute along with various administrative functions. Must be able to perform tasks which involve independent judgement with speed and accuracy, interpret and apply policies, laws, rules and regulations; learn policies; maintain harmonious working relationships with other employees, students, and strategic partners of Baker Technical Institute.

GENERAL DUTIES: MISCELLANEOUS

- Comply with district, state, and federal laws, rules, and regulations to complete assigned duties.
- General support functions for all BTI programs.
- Client acquisition work, tours, speaking engagements, tours, presentations, etc.
- Make travel arrangements as requested.
- Interact positively with patrons, students, teachers, staff, and administrators.
- Maintain confidentiality in all areas.
- Perform other duties and responsibilities as required.
- Miscellaneous administrative functions such as filing, student reporting, data gathering and reporting, customer service, staff support, etc.
- Independent communications with clients, students and community partners.

GENERAL DUTIES: MARKETING

- Assist Marketing Director with the development of marketing and merchandising materials as needed.
- Client acquisition and building brand equity.
- Create and/or utilize social media platforms for marketing and communication.
- Assist with event marketing and setup.

GENERAL DUTIES: PROGRAM COORDINATION

- Coordination lead for specific programs as assigned.
- Work with current and potential clients to secure future trainings and execute planned trainings.
- Assist with class registration and logistics.
- Provide instructor support for each program.
- Coordinate meetings with staff and other stakeholders.
- Maintain confidentiality in all areas.
- Perform other responsibilities as required.
- Assist staff with purchases, travel, etc.
- Perform other duties and responsibilities as required.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- Prior secretarial, social media and marketing experience strongly preferred.

SALARY INFORMATION

- The salary scale for the 2021-2022 school year is \$45,523 - \$57,153 depending on years of direct experience.
- Baker School District 5J offers a comprehensive and competitive benefits package with multiple choices available to employees. Benefits offered include medical, dental and vision insurance, life insurance, short- and long-term disability, long term care, tax-deferred retirement savings plans, and more. In addition, the District shall pay the six percent (6%) employee contribution (PERS) required by ORS 238.200 and ORS 238A.330.

APPLICATION PROCEDURE

You must apply through Frontline at <https://www.applitrack.com/Baker5J/onlineapp/> to be considered and added to the applicant pool. If you have any questions, please call Cathy Martin, Personnel Department, at 541-524-2260, Ext. 1004, or email at cathy.martin@bakersd.org.

- In District (Current Employee on Contract with the District)
In order to be added to the applicant pool, apply through Frontline and upload a Letter of Interest and a current Resume. Please do not email your documents directly to Cathy Martin.
- Out of District
Apply through Frontline and upload a Letter of Interest, a current Resume, and three current Letters of Recommendation.

DISTRICT POLICY

It is the district's policy to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215). **OR** Proof of receiving a non-service connected pension from the US Dept. of Veteran's Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.

CLOSING DATE

- Open Until Filled.