

West Florida Regional Planning Council Job Description

JOB TITLE: Educational Outreach Coordinator

ROLE & LEVEL: P1

TRAVEL: 25-50%

REPORTS TO: Planning Manager, Comm. & Econ. Dev.

FLSA STATUS: Non-Exempt

WORK OBJECTIVE:

Performs entry level professional work for the West Florida Regional Planning Council (WFRPC). Responsible for managing the Safe Routes to School Educational Outreach Coordination program within a seven-county area for one year with possibility of an extension, based upon federal funding. This position will require regular travel throughout the region to execute workshop opportunities for teachers on pedestrian and bicycle safety curriculum. Work is performed under limited supervision and exercises independent judgment based on previous experience.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops presentations and educational materials for teachers to use in their classroom; updates information and materials as needed
- Builds relationships with School Boards, community leaders, and bicycling advocates
- Attends training workshops to learn best teaching methods regarding pedestrian and bicycle safety topics
- Utilizes a “train-the-trainer” model by facilitating and conducting training workshops for instructors regarding bicycle safety education in classrooms
- Assists with and participates in community events
- Collects data and writes quarterly reports on project progress
- Documents all public involvement activities (mandated and elective) and reports findings to appropriate agencies and departments as required

MINIMUM QUALIFICATIONS:

Bachelor’s degree in education, public relations, or related field; supplemented by some outreach or public speaking and education experience. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Experience in bicycle/pedestrian planning or safety training
- Experience in teaching
- Experience in public speaking
- Experience working for a government entity

Created: September, 2015

Revised:

File name: Program Coordinator I

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Basic knowledge of school work plans and educational curriculum development
- Basic knowledge of public/community affairs
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to speak and present information effectively to outside organizations, community groups and the public
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to manage multiple priorities to ensure that deadlines are met

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

SALARY:

Salary range starts at \$33,000.00 annually. Actual offer will be based on individual qualifications and funding.

HOW TO APPLY:

Please visit <http://www.wfrpc.org/employment-opportunities> to obtain an application and instructions regarding submission.

Candidates will not be considered until both the application and resume are received.

The WFRPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the WFRPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. WFRPC is a Drug Free & Tobacco Free Workplace.