

**DIRECTOR, COMMUNITY EDUCATION AND WORKFORCE DEVELOPMENT**

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**DEFINITION:**

Under direction of the Dean of Kinesiology, Athletics and the Newark Campus, this position provides leadership, direction, and managerial oversight of the College's Community Education, Contract Education, and Workforce Development Programs. The primary focus is on developing, coordinating, and monitoring the not for credit (fee based) adult and youth based classes as well as our contract training and education services offered by the College to business, industry, government, and nonprofit agencies. Some evening and weekend work may be required.

**ESSENTIAL DUTIES:**

- Onsite day to day management for Community Education and Workforce Development. This position will also oversee management of the Fremont and Newark OFK summer enrichment programs (during the months of June-August)
- Develop and implement the College's marketing plan for contract training and education activities, economic development programs, and special projects to local business and nonprofit entities;
- Developing, planning, and implementing a balanced curriculum of fee-supported and contract classes and events that promote the educational goals of the college.
- Coordinates contract education courses in cooperation with the academic instructional deans and faculty.
- Work with Fremont Unified School District and Newark Unified School districts to design and implement curriculum for OFK enhancement program.
- Recruit qualified instructors community education, contract education, for the OFK program; recruit monitors for OFK.
- Oversee the scheduling of facilities, confirming instructors, identifying appropriate literature and training materials, and supplies for courses offered through Community Education and Workforce Development Department.
- Develop a balanced curriculum for OFK programs throughout the year.
- Establish separate contract budgets and monitor expenditures to assure that income is sufficient to cover program costs; forecast needed staffing, equipment materials and supplies.
- Work with community service providers to offer special camps and or workshops, seminars, etc.
- Work with College Relations and designated printer to develop program and course brochures.
- Work with College Relations and Web-team to develop marketing campaign.
- Work with Community Education and Workforce Development staff to coordinate the online registration process.
- Work with Fremont Unified School District, Newark Unified School districts or other organizations to secure additional sites to run OFK program if needed.
- Organize orientation night for OFK instructors and monitors.
- Represent Ohlone College at various community outreach meetings and events.
- Other duties as assigned by Dean of Kinesiology, Athletics and the Newark Campus.

**MINIMUM QUALIFICATIONS:**

**Experience and Education Guidelines:** *Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:** Experience in office management, academic curriculum development and/or program development for K-12 students preferred. Teaching and/or counseling experience with local school

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districts is a plus.

**Education:** A bachelor's degree in a related field such as Business, Marketing, or Education. An educational program administration and/or project management background is desirable.