

SAGE Center
101 Olson Road
Boardman, OR 97818
(541) 481-7243
July 2016

JOB TITLE: Education Coordinator
REPORTS TO: SAGE Center Manger
CLASSIFICATION: Full-Time
WAGE CLASSIFICATION: Non-Exempt

JOB SUMMARY:

The Education Coordinator is responsible for creating, developing, and implementing programming that includes hosted events, school tours, marketing, outreach, and participation in regional school functions.

SPECIFIC DUTIES:

1. Schedule, plan, and organize educational group tours.
2. Assist teachers with SAGE Center curriculum and Oregon Ag. In The Classroom lessons.
3. Make personal contacts and actively develop relationships with teachers to promote the SAGE Center and school resources.
4. Develop school visit enhancement program that includes:
 - Welcome Sign
 - Thank you cards
 - What's new letter
 - Field trip evaluation
 - Staff engagement plan
5. Participate and plan Boardman Elementary After School Program.
6. Develop and manage SAGE Saturday program.
7. Promote educational programs and movie night events through social media, press releases, and school flyers.
8. Play a key role in establishing learning outcomes for SAGE Center programing and work to ensure they are achieved.
9. Maintain inventory of school visit giveaways including Tillamook products and SAGE Center memorabilia.
10. Work closely with SAGE Center Manager and other staff to plan and prepare for education events and tours.
11. Represent the SAGE Center at regional educational events.
12. Coordinate Kid's Corner for Morrow County Harvest Festival
13. Set school year goals and review with the SAGE Center Manager at the end of the school year.

14. Participate in cross-training of front desk duties and event management.
15. Other tasks and duties as assigned by supervisor.

Knowledge, Skills, and Abilities:

Ability to communicate effectively, both verbally and in writing.

Ability to establish and maintain effective working relationships with SAGE Center staff, volunteers, and the public.

Must be able to work a flexible schedule.

Passion for kids and education.

Must be able to speak publically.

Will be required to complete background check.

Salary: DOE

Experience:

Bachelor's degree in education or two years' experience working in a school setting.

To Apply:

Please send resume, cover letter, and 3 references to:

Kalie Davis, SAGE Center Manager
SAGE Center
P.O. Box 200
101 Olson Road
Boardman, OR 97818
Or via email: kalied@portofmorrow.com

Position is open until filled.