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**Job posting: Manufacturing Program Coordinator**

**ECTC** is seeking a Manufacturing Engagement Coordinator to oversee a new collaboration between ECTC, education partners, and employers with the goal of increasing participation in manufacturing careers. This position will create a pipeline of manufacturing talent by raising awareness of current and future career opportunities and providing hands-on experiences to explore manufacturing careers. This position will report to the Director of Marketing and Recruitment and is grant-funded for the first year.

**Responsibilities will include but are not limited to:**

* Oversee prospective student outreach and connect applicants to the next steps in the enrollment process. Use ECTC’s Customer Relationship Management system to track and coordinate communications with prospective students.
* Responsible for coordination and execution of events, including but not limited to: technical program tours, employer visits both on and off-campus, boot camps/summer programming, career events at middle and high schools, community recruitment events, and externships for educators.
* In coordination with the Workforce Solutions office and marketing department, assist with coordinating a communications campaign that includes employer profiles and student testimonials.
* Identify, recruit, and work with regional/local companies to participate in the manufacturing engagement initiative.
* Interface with secondary education partners, business organizations, and the community at large to build relationships and connections with ECTC.
* Provide monthly reporting, data collection, and regular meetings with the project manager and grant team.
* Maintain operating budget for the program.
* Other duties as assigned by supervisor.

**Position Requirements:**

Bachelor’s degree (related field), and one-year related experience, or equivalent Associate’s Degree and three years experience

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A driver’s license is required to lead outreach events in the community.

**Successful candidates should demonstrate:**

• Ability to work effectively on a team.

• Ability to relate to diverse students with technical interests and lead hands-on demonstrations.

• Excellent written and oral communication skills.

• Strong analytical or problem-solving skills.

• Strong organizational and people skills.

• Proficient computer skills.

**Position is open until filled, review begins September 2, 2022.**

Please visit: <https://careers.kctcs.edu/search-jobs> and select ECTC as your school for additional information and to apply online.

KCTCS/ECTC is an equal opportunity employer and educational institution.

Position: 10016784

Band 9 (Min: $37,704.00)