

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT

CLASSIFICATION: COORDINATOR

JOB TITLE: RECRUITMENT COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Children's Services or designee, plan and conduct outreach activities for recruitment and public awareness for Children's Services programs.

REPRESENTATIVE DUTIES:

Develop an effective community involvement program plan for Children's Services. **E**

Plan, coordinate, facilitate, implement and oversee recruitment events; attend and participate in community events; promote programs, prepare and deliver oral presentations in the community that increase public awareness of child care, early education standards, and community involvement. **E**

Create content, design and layout for the CCOE-Children's Services web site, social media, and print publications; ensure continual updates and accessibility. **E**

Develop and deliver effective public messaging of successes of the programs and services of CCOE-Children's Services via web site and social media. **E**

Work collaboratively across CCOE, with districts within the county, external education agencies, community-based organizations, and regional and statewide agencies involved in areas of interest to early childhood education. **E**

Evaluate and execute the creation and production of recruitment events/projects. **E**

Attend and participate in various meetings, conferences, in-services and workshops; continuing education as needed to keep abreast of current trends in the field of recruitment. **E**

Assist with the development and implementation of Enrollment, Recruitment, Selection, Eligibility, and Attendance (ERSEA) Content Area. **E**

Effectively establish and maintain relationships with colleagues/clients. **E**

Compile and complete clear and concise monthly reports for agency, as needed. **E**

Prepare a variety of documents, reports, and written materials for tracking and analyzing data. **E**

Identify, gather, and analyze data relating to recruitment. **E**

Operate office equipment including computer, scanner, and copier. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Working effectively with groups
Methods of collecting and organizing data and information
Oral and written communication skills Interpersonal skills using tact, patience and courtesy
Correct English usage, grammar, spelling, punctuation and vocabulary
Operation of a computer, desktop publishing equipment, and assigned software
Record-keeping and report preparation techniques
Public speaking techniques

ABILITY TO:

Apply, interpret, and explain the operations, policies and procedures of the assigned administrative office
Communicate effectively both orally and in writing
Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Compile data and prepare reports
Compose correspondence and written materials independently
Meet schedules and timelines
Operate a computer to enter data, maintain records and generate reports
Establish and maintain cooperative and effective working relationships with others
Train and provide work direction to others
Lift and carry objects weighing up to 40 pounds
Operate a variety of office equipment to perform assigned duties
Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Associate degree in social science, Early Childhood Education or related field and three years experience in a child care or social services program

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license
Proof of the following immunizations: Measles, Pertussis and Influenza. Staff must submit proof that they have received or declined the Influenza vaccine to the Administrative Program Specialist every year between August 1 and December 1.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting
Outdoors for community events
Travel to and from events and activities

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
Hearing and speaking to exchange information on the telephone, in person and make presentations
Seeing to review, distribute and type materials
Sitting or standing for extended periods of time
Bending at waist, kneeling and squatting
Reaching overhead, above the shoulders and horizontally to retrieve and store materials

Lifting, pushing, pulling and carrying objects weighing up to 40 pounds
Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified – Unrepresented

FLSA Status: Non-exempt

Salary Schedule: 210

Approval Date: May 2022