



**EDUCATIONAL PROGRAMS COORDINATOR
OFFICE OF THE TOWN MANAGER
FULL-TIME; FLSA NON-EXEMPT
\$65,000 - \$75,000 TO START DEPENDING ON QUALIFICATIONS
OPEN UNTIL FILLED**

To apply for this opportunity, complete an *Employment Application* at: <https://www.bayharborislands-fl.gov/DocumentCenter/View/1862/Employment-Application-pdf>. Interested individuals must submit (in pdf format) a cover letter, resume, degree(s), certificate(s), and a completed Town of Bay Harbor Islands Employment Application to Shaun Gelvez, Human Resources Director via email at: sgelvez@bayharborislands-fl.gov.

The Town of Bay Harbor Islands is seeking an *Educational Programs Coordinator* to establish a grant funded *The Children's Trust* program in its community. The right candidate must be prepared to maintain and model great agency culture, provide inspired leadership to our Community Services Department staff and community, establish a good working relationship with the Town administration, Town Council, and set a course for organization strategy. The *Educational Programs Coordinator* leads the day-to-day activities of the Children's Trust and manages the organization, planning, and continuous reviews and analysis of the grant program. The position implements all aspects of the project deliverables and coordinates internal and external resources to support grant activities. This position is eligible for the Town's employee insurance plans and will be eligible for participation in the Town of Bay Harbor Pension Plan after one (1) year of continuous employment.

Qualified candidates will possess, among others, the following skills and experience:

- A minimum of a Bachelor with preference given to a Master's Degree or higher and/or experience in Education, Information Technologies, Law, Public Administration, Social Work, or related field
- An educator's certification issued by the State of Florida
- A minimum of 5 years executive or senior management experience in a related organization, with preference given to government experience
- Experience with *The Children's Trust* programing, financials, and reporting with DCF staff credential; DCF director's credentials preferred.
- Must have the ability to represent the agency on issues related to substance abuse prevention, youth and families on a local, regional, and state and national level
- Must be able to develop and maintain effective and cooperative working relationships
- Excellent communication, organizational, and engagement skills
- Must have exceptional organizational, written, verbal, and analytical skills.
- Knowledge of profit and loss, balance sheet, cash flow management, general finance, and budgeting

GRANT-RELATED DUTIES:

- This position leads the day-to-day activities of the Children's Trust and manages the organization, planning, and continuous reviews and analysis of the grant program. The position implements all aspects of the project deliverables and coordinates internal and external resources to support grant activities.
- Provide inspired leadership agency wide.
- Act as the primary spokesperson for the agency.

- Responsible for developing and implementing a system of programs and procedures which meet the strategic mission and vision of the agency. Presents the Board with recommended program changes when appropriate.
- Develop and maintain an effective communication system of meetings and printed materials which ensures Town Council, Parks & Recreation Board, community, and BHI employees are knowledgeable on the appropriate issues of the agency.
- Formulates and implements short/long-range goals which have been endorsed and approved by the Town Council, Town Manager, and/or designee.
- Oversight responsibility for the recruitment and development of qualified clinical and administrative staff.
- Ensures that appropriate training programs are offered which meets regulatory licensing requirements.
- Oversight responsibility to assure the appropriate fiscal policies and expenditures are in compliance with budget and funding source contract management guidelines.
- Prepares and submits for Town approval budgetary updates, as well as cash and receivable information regarding agency operations.
- Ensures that all The Children's Trust program financial operations, to include: payroll, accounts payable, and accounts receivable, are managed in a fiscally responsible manner.
- Plan and implement appropriate resource development activities approved by the Town Council, Town Manager, and/or designee.
- Assures the Program serves an educational function to the community.
- Regularly participates in community affairs related to the advocacy of the agency's programs and goals.
- Solicit the support and cooperation of federal, state, and local agencies.
- Will perform other duties as assigned by the Assistant Town Manager, Communications Director, or designee.
- Knowledge of project/ grant management including personnel management and reporting
- Possess excellent organizational, interpersonal and communication skills (verbal and written)
- Knowledge and proficiency in computers, especially Microsoft Office applications
- Ability to demonstrate detail-oriented skills and have the ability to meet deadlines
- Ability to work independently and take initiative and responsibility for all aspects of grant program
- Ability to supervise workers and volunteers in the field and ensure completion of job responsibilities
- Ability to work with community partners to promote program
- Ability to recruit volunteers for program participation
- Ability to define problems, collect data, establish facts, draw conclusions for reporting purposes
- Ability to follow oral and written instructions
- Ability to project a positive image of the Town and its programs
- Ability to work in a fast-paced environment
- Ability to work a flexible schedule to include evenings and weekends
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

MARKETING-RELATED DUTIES:

- Prepares and finalizes all promotional materials for special events by preparing press releases, brochures, flyers, newsletters, etc., contacts the local media and posts appropriate information on the Community Services' webpage and Town's social media outlets. Responsible for the creation and coordination of the Town of Bay Harbor Islands' virtual recreation content.
- Solicits local businesses and civic organizations for sponsorships and donations for programs and events.
- Maintains current partnerships with local businesses and civic organizations, as well as seeks new partnership opportunities.
- Assists with oversight of the Special Events Division Budget. Is directly responsible determining and evaluating assigned event costs and ensuring compliance with the approved division budget while following all purchasing policies and procedures.

SPECIAL REQUIREMENTS:

The essential job functions of this position will require the employee to perform the following physical activities. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis:

On a continuous basis, sit at desk and/or stand at for long periods of time. Frequently required to walk. Frequently required to see, hear and talk with the public; read presented documents, write or use keyboard to communicate through written means. On occasion required to drive a vehicle, to climb or balance, stoop, kneel, crouch, taste, or smell. Intermittently twist and reach; lift or carry weight regularly of 10 pounds and on occasion weight of up to 30 pounds. Specific vision requirements include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Town of Bay Harbor Islands is a drug-free workplace in accordance with Federal and Florida Law. Must be able to pass a drug screening within 24-hours of conditional job offer.

E-VERIFY: This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

LEVEL 2 BACKGROUND: Must submit and pass a Level 2 background screening prior to date of hire.