



**POSITION:** EDUCATION COORDINATOR  
**TERM LENGTH:** ANNUAL CONTRACT (JUNE TO JUNE) W/  
3 MONTH PROBATIONARY PERIOD  
**PAY RATE:** \$40/HR (NOT TO EXCEED \$12,000/YEAR)  
**DEADLINE TO APPLY:** WEDNESDAY, MARCH 13, 2019

**TO APPLY PLEASE SUBMIT A COPY OF YOUR COVER LETTER AND CURRENT RESUME TO [ADMIN@CPOW.NET](mailto:ADMIN@CPOW.NET)**

### *OVERVIEW*

The CPOW Education Coordinator will facilitate all training, certification and education programs hosted by CPOW. The position will assist the Education Committee and trainers in the management, updating and maintenance of all education material in a manner that keeps training and education programs relevant. The position will attend all the Education Committee Meetings and report on progress, class data, and financial status of the Training Program. This position will be responsible for taking meeting minutes at the Education Committee Meetings and may be required to attend monthly CPOW Board Meetings. This position will be managed by the CPOW Board of Directors and is not a voting position.

### *PRIMARY EXPECTATIONS*

1. Assist the Education Committee and Trainers in the development, design and updating of all presentations for CPOW classes.
2. Plan the scheduling and manage logistics of all CPOW classes.
3. Complete and submit all necessary reports (financial, class results, class evaluations, etc.) to the Education Committee on regular basis.
4. Prepare and manage budget for courses to be offered on an annual basis.
5. Act as the liaison between CPOW and different educational organization and licensing organizations such as, but not limited to: NAWT, NOWRA, DORA, etc.

### *FUNCTIONS AND RESPONSIBILITIES*

1. Maintain and coordinate schedule of classes offered to ensure trainers are available and prepared for teaching.
2. Manage and execute the scheduling of test pit dig sites for soils classes, excavator contracting, class room space, AV equipment, and any other necessary items needed for hosting a class/training.
3. Facilitate meetings with education coordinators and trainers to identify and prioritize training needs.
4. Respond and resolve problems identified by course evaluations.
5. Collect data from class and training center to map progress and set measurable goals.
6. Work to develop and maintain online training center.
7. Conduct regular reviews of trainer availability for future classes.
8. Develop and maintain budget and track all expenditures and transactions related to the Training Program.
9. Support and look for opportunities to grow the Training Program.
10. Solicit input from membership to ensure that classes and trainings offered are consistent with what the industry wants and needs.
11. Work with the Marketing Committee on how to solicit membership and nonmembers to assist with class attendance and Training Program goals.

### *Knowledge Skills and Abilities Required*

1. Must have the ability to coordinate meetings, special events, and trainings.
2. Must have advanced writing and editorial skills.
3. Must have strong interpersonal and communication skills and the ability to work effectively with a wide range of stakeholders.
4. Must have knowledge of finance, accounting, budgeting and cost control procedures.
5. Must be organized with records keeping and records maintenance.
6. Must be able to work both independently and within a team.
7. Must be able to drive and have own vehicle.
8. Must be able carry 40lbs at any given time.
9. Must be proficient with computers and cloud storage based systems.
10. Must possess clerical, word processing and Microsoft Office Suite skills.
11. Knowledge in the onsite wastewater treatment system industry is preferred.

### *Conditions of Employment*

This position will run on a yearly contract at a pay rate of \$40/hour at a maximum of 25 billable hours per month with the possibility of evaluation of hours worked after six months.

This position requires the employee to submit a monthly timesheet, detailed to the quarter hour with detail of work performed, to the President and Treasurer of the CPOW Board of Directors by the first Friday of the following month to receive payment. The timesheet must be complete, accurate and contain specific details of the activities completed in order to request payment for hours worked.

Expenses incurred, as budgeted, related to this position must be paid via the CPOW Credit/Debit card or must receive prior approval for reimbursement. All receipts must be submitted for reimbursement.

The employee agrees to be subject to the general supervision of, and act pursuant to the orders and direction of, the CPOW Board of Directors.

While many aspects of this position can be done remotely, the primary place of work for this position will be within the State of Colorado.

This position is a contract position only and the Education Coordinator is not an employee of the Colorado Professionals in Onsite Wastewater.