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**Part-Time Site Coordinator Job Description**

**OVERVIEW**

The APS Training Academy (APSTA), established in 2020, searches for a part time Site Coordinator to join a mission-driven, growing organization in downtown Aurora, IL. The *mission* of APS Training Academy is to empower vulnerable communities in Aurora by providing free and low-cost education and vocational opportunities in STEM. The *vision* is to promote economic equality so our community will not simply survive, but THRIVE through the cultivation of a diverse STEM-based workforce. APSTA does this by offering free and low-cost technology skills-based classes for student learners (K-8) and adult learners (16+) to connect skills to the needs of a changing workforce. The success of APSTA depends on the strength of and active participation with Aurora’s business leaders, intergovernmental support, partnerships with corporations and like-minded non-profits, corporate sponsorships, and the support of volunteers, mentors, and leaders.

The PT Site Coordinator reports to the Executive Director and interacts daily with K-8 and Adult Lead Instructors, acting as the primary on-site staff responsible for daily coordination and preparation of materials at the 105 E. Galena training academy and partner locations. This position also has responsibility for learner registration, welcoming families to classes, acting as a liaison to parents and partner locations, and executing program logistics.

**RESPONSIBILITIES**

* Embrace the mission and vision of APSTA
* Coordinate site needs at 105 E. Galena and offsite venues with Lead Teachers and prepare materials, devices, and equipment for learner experiences as directed
* Maintain learner data to track the progress and value of the APSTA program to our stakeholders, including processing applications and sending reminders to learner families
* Be a team player, supporting courses, fundraisers, and special events as needed
* Assist the Executive Director in paperwork and data reporting needs as required for grants and contracts
* Assist the Lead Teachers in procuring, inventorying, and maintaining APSTA program supplies and STEM kits
* Update Jotform course options as directed to collect and maintain appropriate learner information
* Assist the Executive Director in coordinating supplies for APSTA participation in Aurora events, festivals and business promotions that attract people to downtown Aurora and engage Aurora citizens in life-long learning and digital literacy
* Address onsite emergencies with professionalism
* Leverage and embrace volunteer contributions to APSTA programs

# **JOB KNOWLEDGE AND SKILLS**

The required skills and experience for this position include, but are not necessarily limited to:

* Associate’s Degree or technical certificates/digital badges with willingness and aptitude for learning emerging technology
* Flexible, swing shift schedule with ability to support after-school, early evening and Saturday programs
* Knowledge and proficiency of Jotform, Microsoft and Google Suite, with emphasis and high proficiency on spreadsheet /database management
* Exhibits a concierge personality, willing and ready to help teammates, clients, parents, and stakeholders
* High comfort level with technology, computers, and ability to assist with technology in classes as requested
* Good communication (verbal and written) and interpersonal skills
* Self-directed, committed to accuracy and attention to details
* Well organized, and capable of managing interns and volunteers as directed by Lead Instructors
* Ability to manage time and meet deadlines
* A valid Illinois driver’s license and reliable transportation

**PREFERRED QUALIFICATIONS**

* Bachelor’s Degree
* Experience working with under-represented populations
* Experience in an educational setting
* Bi-lingual, Spanish; ability to translate curriculum and/or marketing materials

**WORKING CONDITIONS AND PHYSICAL ENVIRONMENT**

Work is performed in an office setting with minimal exposure to health or safety hazards. Substantial time is spent working on a computer and standing. This role generally requires mobility, written and verbal communication, hearing and visual capabilities. The job also requires the ability to move and transport program materials. However, reasonable accommodations, including assistive technology, may be made to enable qualified individuals with disabilities to perform such requirements.

**COMPENSATION:**

This position is a part-time, hourly, 12-month, employment-at-will position. Salary commensurate with training and experience.

**APPLICATION PROCESS:**

Resume with cover letter should be emailed to Kelsey Cozens at [kelsey@apstrainingacademy.org](mailto:kelsey@apstrainingacademy.org).

*APS Training Academy* ***is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, sexual orientation, age, religion, or national origin. This also includes all disabled applicants, including disabled Vietnam era veterans. APS Training Academy utilizes only job-related criteria in making decisions concerning applicants and employees.***