

<b>TITLE:</b>	<b>COORDINATOR OF EDUCATIONAL PROGRAMS</b>
<b>CLASS:</b>	<ul style="list-style-type: none"> <li>• Reports directly to the Director of Education - exempt.</li> </ul>
<b>SUMMARY:</b>	<ul style="list-style-type: none"> <li>• Responsible for assisting the Director of Education and the Education Committee in the development and administration of the education department programs</li> </ul>
<b>ESSENTIAL FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>• Assist in the implementation of all education programs, including new program elements, strategies, and equipment</li> <li>• Serve as an information source to the public on education programs, varied research topics, and the distribution of educational support materials</li> <li>• Provide support correspondence, create and maintain education department program files, and handle routine inquiries received by phone, fax, e-mail, and regular mail</li> <li>• Plan and attend education conferences, presentations, outreach, and workshops as assigned by the Director of Education</li> <li>• Provide coordination of regional roundtable discussions</li> <li>• Administration of the C.H. Grant Scholarship Program</li> <li>• Administration of the Take-Off and Grow (TAG) Program</li> <li>• Administration of the Model Aviation Student Club (MASC) Program</li> <li>• Administration of the Civil Air Patrol Model Aviation Remote Control (CAP MARC) Program</li> <li>• Development and Administration of a Learning Management System (LMS)</li> <li>• Assist the National Model Aviation Museum with local education outreach and coordination of youth activities and other museum programs</li> </ul>
<b>CREDENTIALS AND EXPERIENCE:</b>	<ul style="list-style-type: none"> <li>• Associate's Degree and 1-3 years of related office experience, or an equivalent combination of education and experience</li> <li>• Exceptional written, verbal, analytical, organizational, interpersonal skills required</li> <li>• Ability to work in department projects as needed and maintain routine operations with minimal supervision</li> <li>• Strong computer skills and experience required</li> <li>• Experience in non-profit and aeromodeling is highly recommended</li> </ul>