

Economics Arkansas Program Coordinator Job Description

Job Summary

Promote, facilitate, and present economic education training programs for educators and students in Arkansas PreK-12 schools and out of school programs. This is a full-time, year-round position based at the Economics Arkansas office in Little Rock. Frequent in-state travel required. This position is classified as EXEMPT.

Job Description

The Program Coordinator reports to the Associate Director and assists with program delivery including teacher training, correlating, creating and adapting instructional materials, serve as lead for Student Competitions and overseeing other EA-specific programs as directed. Areas of responsibility include:

- Teacher Workshops & Training
 - Assist in developing new, innovative workshops/conferences/summits, schedule (includes securing presenters and location), prepare resources, facilitate and present year-round. The audience includes PreK-12 educators as well as pre-service education majors.
 - Communicate with and recruit teachers to attend professional development offerings through email, district contacts, listservs, etc.
 - May assist with coordinating and presenting at district requested trainings throughout the school year and summer.
 - Assist with exhibiting and presenting at professional development state conferences throughout the year (AGATE, AAIM, ABEA, AEA, etc.).
 - May assist with writing grant applications by providing narrative content and evaluation objectives, and for successful applications, reporting program outcomes as requested by funding entity.
 - Create and collect evaluation surveys from each professional development opportunity.
 - Maintain involvement with the National Association of Economic Education (NAEE) by serving on committees and networking.
- Correlating, Adapting and Creating instructional materials
- Student Competitions
 - \$10 Challenge
 - Pitch It! Competition
 - Arkansas Personal Finance Challenge
 - Arkansas Economics Challenge
 - Econ Games
- Other Duties as assigned

Minimum Qualifications

Successful applicants must possess and maintain a standard educator's license

Preferred Qualifications

- ✓ A minimum of five years of teaching experience in a preK-12 environment
- ✓ Participant in Economics Arkansas' economic education workshops or programs.
- ✓ Demonstrates enthusiasm and excellence with economic education in the classroom.
- ✓ Participant/presenter in successful PreK-12 staff development presentations of economic education concepts.
- ✓ Ability to drive; including valid driver's license with appropriate auto insurance coverage.
- ✓ Ability to work some flexible hours and travel in-state and out-of-state occasionally.
- ✓ Excellent written, verbal and relationship skills.
- ✓ Excellent organization and computer skills (Microsoft Office, Word, Outlook and Excel).
- ✓ Ability to bring the PreK-12 technology savvy to Economics Arkansas programs and trainings.
- ✓ Ability to multi-task; high initiative and creativity.
- ✓ Professional work ethic and appearance.

Specific Skills Required:

- ✓ Proficiency with Microsoft Office software including Word, Excel, and PowerPoint.
- ✓ Skills in developing lesson plans and activities across the grade spectrum.
- ✓ Skills in presenting dynamic and cutting-edge workshops/webinars to educators.

Physical Requirements:

- ✓ Must be able to lift and/or carry at least 35 lbs to load/unload resources needed for meetings, trainings and conferences and get them to their respective destinations
- ✓ Must be able to push and/or pull loaded carts to move resources from the office setting to another venue or vice-versa.
- ✓ Must provide transportation for self and/or resources to a destination where an organization's event will be held.
- ✓ Must be able to express oneself through spoken word to impart oral information to board members, donors and constituents accurately, loudly or quickly.
- ✓ Must be able to hear, understand and distinguish speech and/or other sounds (e.g. alarms, telephone, doorbell, etc.
- ✓ Must have visual acuity near (20 inches or less for computers, reading, etc.) and far (20 feet or more to recognize features or people or objects).

Employee Signature

Date

Supervisor Signature

Date



**Economics
Arkansas**
EDUCATION FOR REAL LIFE

Economics Arkansas Application for Employment

It is the policy of Economics Arkansas to provide equal employment opportunities to all applicants without regard to race, color, sex (including pregnancy, gender identity and sexual orientation), religion, national origin, ancestry/genetic information, age, political affiliation, military or veteran status, disability (physical or mental) or any other trait protected by applicable law.

PERSONAL INFORMATION

(Please complete all fields. Incomplete information could disqualify you from further consideration.)

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

Are you eligible to work in the United States? _____ Yes _____ No

Are you at least 18 years or older? _____ Yes _____ No*

* (If not, you may be required to provide authorization to work.)

Are you available to work Monday – Friday? _____ Yes _____ No*
*(If not, please explain: _____)

Are you available to work occasional evenings and weekends if needed? _____ Yes _____ No

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? _____ Yes _____ No

EMPLOYMENT DESIRED

Date you can start: _____ Hourly rate/Salary desired: _____

Position desired: _____

Are you currently employed? _____ Yes* _____ No
*(If so, may we inquire of your present employer? _____ Yes _____ No)

Do you know anyone who works for our organization? _____ Yes* _____ No
*(If yes, then who? _____)

Education	Name/Location of School	Degree Received	Subjects Studied or Major
High School			
College/University			
Trade, Technical or Business School			

EMPLOYMENT HISTORY

(Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. You may attach a resume containing the information requested in this section. Incomplete information could disqualify you from further consideration.)

From	To	Employer Name	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize nature of work performed and job responsibilities	
Reason for leaving			

From	To	Employer Name	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize nature of work performed and job responsibilities	
Reason for leaving			

From	To	Employer Name	Telephone
Job Title		Address	
Immediate Supervisor and Title		Summarize nature of work performed and job responsibilities	
Reason for leaving			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, please explain: _____

REFERENCES

(Give the names of three persons not related to you, whom you have known at least three (3) years professionally and/or personally.)

Name	Company	Address, Phone, Email	Years Acquainted
1.			
2.			
3.			

Please read carefully before signing:

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation by Economics Arkansas to hire me. If I am hired, I understand that either Economics Arkansas or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Economics Arkansas has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Economics Arkansas true and complete information on this application. No requested information has been concealed. I authorize Economics Arkansas to contact references provided for reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I understand that I may be required to complete a background check as a condition of employment and agree to do so if offered the position.

Date _____ Signature _____