

Director of Community Education

The Director of Community Education will develop and provide oversight, implementation, and promotion of EACC's community education programming including educational outreach, credit and non-credit personal interest classes, children's classes and programs, professional development courses and training, and other special events. This position will work as part of the public relations and community programs area which focuses on community outreach, cultural enrichment, workforce training, event planning, and college promotion.

Duties and responsibilities include:

- Develop and plan community education (CE) offerings consistent with student demand, community needs, and campus resources.
- Coordinate contracts and agreements with CE adjunct instructors, contracted providers, and vendors for community education programs.
- Design program marketing materials for CE classes, programs, and events.
- Utilize market research and existing patron database to develop marketing strategies for CE events, programs, etc.
- Coordinate logistics and schedule facilities, materials, equipment, and instruction for programs and events.
- Oversee operations of CE classes, programs, and events including course information, details, registrations, and day-to-day activities.
- Advocate for CE Education programs through promotional activities and presentations.
- Other duties as assigned.

Minimum Education and Experience:

Bachelor's degree plus 3-5 years related work experience in marketing, education, and/or event planning preferred. Strong interpersonal, organizational, and communication skills, plus strong working knowledge of Microsoft Office programs and computer based graphic design skills.

Salary Range: \$45,760 - \$48,620 DOE

What We Offer:

A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5%; EACC contribution 15.32%); TIAA CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%). Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 10 hours per month to 15 hours per month depending on years of service.

Please submit an EACC application, cover letter, resume' and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to humanresources@eacc.edu, or complete an online employment application located at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is posted. EACC offers all full time employee a generous benefits and leave package. EACC is an AA/EO employer.