

## **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

### **GRANT PROJECT COORDINATOR: HAYWARD PROMISE NEIGHBORHOOD**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under the supervision of the Dean of Special Programs and Services, has primary responsibility for the coordination of the Chabot College Hayward (California) Promise Neighborhood (HPN) grant, in addition to assisting with and maintaining ongoing TRIO Educational Talent Search initiatives and activities; assumes responsibility for HPN project coordination, implementation, evaluation, and reporting; represents the District to internal and external customers; works collaboratively to achieve program results while providing support to HPN staff as needed to the Area Dean; and participate in special projects as assigned.

This is a geographically focused partnership grant that seeks to significantly change the “predictable results” for children, improve their academic outcomes and to increase college success and completion among low-income residents in the neighborhood.

Continuation of this position is contingent upon available funding.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan and coordinate the HPN program, including the development and implementation of processes and procedures that integrate multiple agency administrative and reporting requirements.
2. Establish and/or maintain cooperative relationships with community resources and grant partners to support the programs, including federal, state and local government agencies and/community-based and educational organizations.
3. Develop, plan, organize, implement, coordinate, and evaluate the HPN program.
4. Collaborate with the appropriate college and partner agency programs for coordinating and implementing HPN project activities which may include recruitment, orientation and training of students, faculty and staff.
5. Deliver presentations to college administrators, faculty and staff, K-12 schools, government and private agencies, neighborhood and community organizations, and/or businesses about HPN programs and services.
6. Identify college and community resources to support the HPN program.
7. Assist with the coordination of the summer enrichment component.
8. Schedules college visits for HPN students.
9. Organizes study sessions for HPN students.
10. Plans and facilitates Educational Talent Search workshops.
11. Advise students at target HPN high schools and middle schools, as needed.

**Chabot-Las Positas Community College District**  
**Grant Project Coordinator: Hayward Promise Neighborhood (Continued)**

12. Participate in resource development efforts related to HPN activities and college programs, as assigned.
13. Coordinate/attend meetings of advisory, planning, coordination and other HPN committees and implementation teams.
14. Assume responsibility for program and budget monitoring, evaluation, accountability and completion of grant reporting requirements.
15. Develop promotional materials for dissemination to public agencies, community service organizations, and interested groups and associations both on campus and in the community.
16. Interpret and comply with federal and other government regulations.
17. Monitors day-to-day activities and supports HPN project staff to ensure that HPN program objectives are met.
18. Participate in relevant professional development activities.
19. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Grant management principles and procedures, program evaluation and report preparation.
2. College admission and financial aid requirements as well as case management approaches to student support.
3. K-12 and/or higher education curriculum and programs.
4. Local community organizations, educational systems and social service agencies.
5. Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students as well as potential students in the college service area.
6. Principles and practices of research and report preparation.
7. Principles and procedures of record keeping.
8. Principles of business letter writing.
9. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
10. Interpersonal skills using tact, patience, and courtesy.
11. English usage, spelling, grammar, and punctuation.

**Ability to:**

1. Establish collaborative relationships with college and community personnel, agency representatives, grant and special funding providers, program faculty and staff and the underserved population.
2. Exercise tact, discretion and diplomacy when working with college faculty and staff, program participants and potential participants, and external partners.
3. Work with and relate to underserved populations, low-income students and families, communities of color, and/or recent immigrant communities.
4. Organize information and prepare reports using computer software and applications.
5. Understand, interpret and apply administrative and office policies and procedures as well as pertinent laws, regulations and ordinances.

**Chabot-Las Positas Community College District**  
**Grant Project Coordinator: Hayward Promise Neighborhood (Continued)**

6. Maintain current knowledge of program rules, regulations, requirements and restrictions.
7. Make oral presentations to a wide variety of audiences.
8. Use correct English usage, grammar, spelling, punctuation and vocabulary.
9. Communicate clearly and concisely, both orally and in writing.
10. Independently compose and prepare correspondence and memoranda.
11. Work independently and effectively in the absence of supervision.
12. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:** Equivalent to the completion of a Bachelor's degree.

**Experience:** Three years successful experience developing and operating programs in a complex system of collaboration with multiple agencies and partner organizations and programs. Desirable experience includes working with underserved students and communities and/or other target populations as identified, and working in or partnering with an educational institution, preferably in an institution of higher education.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a standard office setting and at various locations that requires travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and outside environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on 11/13/12  
Effective: 11/14/12  
Job Family: Technical - Paraprofessional