

Job Title: Project Manager**Job Summary**

Develop, implement, market, and coordinate activities of grant-funded projects, primarily, federal and state-funded projects related to technician education, employer engagement, and faculty development. This position reports to the Vice President-Special Projects and receives general direction regarding routine matters and specific instructions regarding non-routine matters.

Representative Duties

- Plan, develop, implement, market, organize, and coordinate activities associated with complex national and regional grants and other special projects as assigned
- Coordinate logistics associated with national and regional meetings, convenings, workshops, and seminars
- Develop relationships and maintain communications with event participants
- Manage contact databases
- Implement web and social media-based outreach strategies
- Develop and produce project web content
- Coordinate exhibits and conference activities at regional and national conferences
- Prepare reports on the status of activities
- Insure compliance with grant policies
- Perform related duties as assigned

Knowledge & Abilities

Knowledge of:

- Grant management
- Community colleges' missions, programs, and practices
- Training models and methodologies
- Web-based and mobile social media outreach and marketing practices

Ability to:

- Plan, manage, and organize multiple projects
- Develop, promote and implement activities that support advanced technology disciplines
- Coordinate activities of staff and external constituents
- Represent the organization and its related programs to a variety of audiences
- Identify and evaluate future needs/trends and develop responsive program(s)
- Identify and analyze problems/issues and recommend strategies and solutions
- Communicate with a high degree of proficiency both orally and in writing
- Develop and implement comprehensive marketing and communications plans with an emphasis on web-based and mobile social media approaches
- Establish cooperative working relationships in the course of performing assigned duties

Training & Experience

A bachelor's degree in marketing, communications, business management, journalism or a related field, and experience with event coordination and web content development is required. This is not an entry-level position.

Special Conditions of Employment

Position is located in Waco, Texas; telecommuting is not an option. Position will require both in-state and out-of-state travel. This is a grant-funded, 3.5-year appointment.

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