

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Education Coordinator	Lilly Center for Lakes and Streams	Education Program Specialist	.50	Non-Exempt

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities:

Provide K-12 and community education support with a high level of quality and accuracy to the education program specialist of the Lilly Center for Lakes & Streams (Lilly Center) as assigned and according to regular education program activities as it relates to functions of the Lilly Center.

General Responsibilities:

1. Assist the education program specialist in the development and execution of all K-12 and community education programming of the Lilly Center according to the appropriate program schedules and rotations to advance the mission of the organization.
2. Effectively handle the timely scheduling of all aspects of Lilly Center K-12 and Community Education programs across all program areas.
3. Maintain a high-quality environment around the facilities of the Lilly Center spaces at the Dr. Dane A. Miller Science Complex to maximize the effectiveness of the programming for K-12 students and community residents and visitors utilizing student employees, volunteers, and other on campus resources.
4. Attend, set up, and execute community engagement events at the direction of the education program specialist.
5. Maintain supplies for all educational programming at the direction of the education program specialist.
6. Assist the director and other Lilly Center staff as needed, and perform other miscellaneous and institutionally-related duties as assigned when workload permits.
7. Handle sensitive or confidential information with discretion and independent judgment.
8. Work a flexible schedule as needed, including some nights and weekends on occasion.

Qualifications:

Minimum:

1. Proficient in the written English language, punctuation, and spelling.
2. Working knowledge of Microsoft Word, PowerPoint, and Excel software.
3. Experience utilizing other office equipment such as printer, phone, and copier.
4. Experience leading others (students, staff, or otherwise) in the completion of projects.
5. Evidence of a strong Christian faith and commitment to Christ.
6. Must be able to maintain a high level of accuracy and attention to detail.
7. Ability to work in a dynamic team setting, while making decisions independently to accomplish day-to-day tasks.

Preferred:

1. Four-year college degree in management, event planning, accounting, or a related field.
2. Prior experience in informal/community education, science, or event planning.
3. Expertise in Microsoft Word, PowerPoint, and Excel software.
4. Prior experience working with K-12 students, college students, teachers or community volunteers.

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5. Prior experience managing employees or volunteers.
6. Creative and innovative problem-solving skills.

Status: Part Time; Non-Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

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