

MWDOC - Education Program Assistant (09-22)

Salary

\$17.70 - \$23.88 Hourly

Location

Fountain Valley, CA

Job Type

Part-time

Department

Public Affairs

Job Number

2020-005

Closing

9/22/2020 5:00 PM Pacific

- **DESCRIPTION**
- **BENEFITS**
- **QUESTIONS**

Position Summary

Under supervision of the Municipal Water District of Orange County (MWDOC) Public Affairs Manager, provides a variety of administrative and technical program support to the Water Energy Education Alliance (WEEA or Alliance) in order to initiate and strengthen career pathways and partnerships between Southern California school districts and the Energy, Environment, and Utility sectors (EEU) as defined by the California Department of Education. Provides input and collaborative ideas on the development of Career Technical Education (CTE) programs and coordinates the grant and sponsorship funding for Alliance initiatives. Attends both internal and external meetings and events, and provides presentations to various groups. This is a part-time, temporary position, and is limited to no greater than 999 hours per fiscal year (July 1 to June 30). Hours are flexible depending upon department needs.

This position requires one to two years of successful CTE program experience, as well as grant writing and financial record keeping/reconciliation experience of outside funding sources.

THE JOB POSTING MAY CLOSE WHEN A SUFFICIENT NUMBER OF APPLICATIONS HAVE BEEN RECEIVED.

Essential Functions

- Assists in all aspects of supporting the MWDOC Public Affairs Manager, WEEA sponsors and partners in the development of successful EEU Sector CTE programs for Southern California high school students.
- Performs a variety of administrative and program-specific tasks to support the assigned program needs within WEEA and other Education Programs.
- Actively seeks out, identifies and secures local, state and federal grant and sponsorship funding to support WEEA initiatives through grant writing and sponsor engagement. Assists with administering and coordinating federal and state grant agreements, budgets, and reports.
- Coordinates administrative functions, identifies and secures speakers and develops agendas with guidance from the MWDOC Public Affairs Manager and Alliance partners and sponsors for the convening of two (2) WEEA leadership roundtable meetings each fiscal year – July to June.

- Consults with WEEA sponsors, water and energy industry agencies, education experts and technical experts regarding CTE program methods and techniques.
- Coordinates with school districts and workforce development entities to identify requirements and resources needed to develop CTE programs for Southern California high school students.
- Assists with scheduling initial meetings between school district personnel and water and energy industry agencies and businesses to help facilitate the development of partnerships among interested parties.
- Monitors the progress of partnerships developed within the Alliance, and offers assistance and guidance in fulfilling partnership agreements.
- Assists in distributing necessary correspondence to all WEEA stakeholders, including invitations and agendas for WEEA leadership roundtable meetings (2 meetings annually).
- May assist in writing MWDOC Board and Committee reports, as well as quarterly progress reports to WEEA sponsors.
- Attends meetings and events, both in person and online, and provides presentations to interested individuals and groups.
- Performs other related duties and responsibilities as directed by the Public Affairs Manager.

Qualifications

School board CTE policies and procedures related to the delivery of the student program; grant writing and fund development methods; educational terminology; school curriculum and school program requirements; effective principles, practices, trends, goals and objectives of CTE education; CTE research methods, best practices, and technical aspects; research methods and report writing techniques; effective public communications and presentation techniques; personal computer word processing programs; make recommendations for partnership development and alternatives, as well as CTE program development and implementation; conduct research on successful CTE programs

Plan, organize, and perform the duties of the position; work independently and within a team environment; communicate clearly, concisely, and effectively in oral and written form; organize and analyze information; exercise sound judgment within established guidelines and areas of responsibility; retain and present extensive factual information; establish and maintain effective professional working relationships with the public, Alliance sponsors and partners, and other members of MWDOC staff; create and prepare visual and graphic materials for both print and electronic distribution; operate audio-visual equipment; research, write, and prepare a variety of reports on the progress and evaluation of WEEA initiatives; operate a computer, word processing and spreadsheet software in developing reports and preparing presentation materials.

Supplemental Information

Education and Experience:

The qualifications generally describe the knowledge and ability required to successfully perform the assigned duties. Practical knowledge of CTE programs is required and college coursework in Education is beneficial. Any combination of education, experience, and training that would provide the required knowledge, skills, and abilities will be considered.

Supplemental Information

Possess and maintain a valid California driver's license and automobile insurance under the terms of the District's Vehicle Insurance Policy.

All District employees are Disaster Service Workers by CA state law and are expected to participate in emergency response initiatives. This could include contributing to the emergency planning process, participating in disaster exercises and training, as well as potentially responding to support in actual emergency events.

Working Conditions and Physical Activities:

Environment: Standard office setting. Required to work extended hours including evenings and weekends; may be required to travel to attend meetings via car, bus, train or air transportation.

Physical: Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate standard office equipment including use of a computer and keyboard, telephone, FAX machine, printers, calculators, copiers; move approximately 25 pounds; and communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Agency

Municipal Water District of Orange County

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<http://mwdoc.com>