

**SESC**  
**21<sup>st</sup> CENTURY COMMUNITY LEARNING CENTER GRANT**  
**PROJECT: BLAST**

- POSITION:** Collaborative Partner Liaison
- LOCATION:** BLAST 2 School Districts
- QUALIFICATIONS:**
1. Networking ability with parents and community Members
  2. Previous experience with elementary age students preferred
  3. Knowledge of introductory computer use skills (email, word processing, power point, internet use)
  4. Good oral and written communication skills
  5. Good organizational skills
- SALARY:** \$25.00 per hour
- JOB DESCRIPTION:**
1. Develop relationships with collaborative partners.
  2. Assist site coordinator with effective community partnerships and program planning.
  3. Help secure additional funding and supplies for program.
  4. Help administer and compile parent and community member survey.
  5. Help recruit volunteers to assist in implementing BLAST student and parent offerings
  6. Market for parent and community member offerings
  7. Ensure parent involvement coordinators maintain records for parent and volunteer attendance
  8. Submit records to the program director
  9. Attend staff meetings and training as required
  10. Assist with programs planned for family members of students
  11. Invite appropriate community members to present topics relative to the student and parent offerings
- APPLICATION DEADLINE:** Until filled
- EMPLOYMENT EFFECTIVE:** Up to 5 hours per week for up to 25 weeks, plus additional planning/meetings before program begins
- \*Position of employment and hours per position contingent upon adequate student enrollment and/or attendance and WVDE grant funding availability

TO APPLY:

The SESC operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital status, age, or disabling condition in its activities, programs, or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1993, and the Americans with Disabilities Act (ADA) of 1990.

To apply for a SESC 21<sup>st</sup> CCLC position send job application, transcript(s) (unofficial is/are acceptable), resume, cover letter, and background checks. Both state and federal background checks are required if not already employed by a local board of education office. The SESC application is located online at: **sescwv.org**. Send documentation to:

K. "Noel" Goble  
21st CCLC Coordinator  
Southern Educational Services Cooperative  
214 N Kanawha St  
Beckley WV 25801  
kristina.goble@wvesc.org  
(681) 207-7110 Ext 1128