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# Example of Education Coordinator Job Description

Our growing company is looking to fill the role of education coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for education coordinator

* Impact the lives of children and families each and every day through time supporting in the classroom
* Serve as a marketing resource to advisors with respect to tasks such as ordering business cards, completing all entry forms, accessing website
* Master the navigation and effective utilization of Docupace, Envestnet, eMoney, Pershing and like platform software, and serve as an available resource to advisors for the same
* Informing the Director CE/ Lead Nurse Planner about concerns/issues that may impact the Provider Units compliance, operations and/or administration
* Assisting with compliance language in marketing collateral, including webpages
* Generates and distributes regularly scheduled CE activity data warehouse reports to stakeholders for review and action, if needed
* Prepares and maintains the policy and procedure manuals for the Medical Student Program
* Compile assessments, registrations, reporting and finance information monthly
* Develops and facilitates programming for the challenge course, teambuilding and leadership programs, outdoor adventure trips including client curriculum in accordance with desired learning outcomes and the mission of the Department of Recreation Services and Division of Student Affairs
* Assists with the overall management of the outdoor education program including training and oversight of student staff, trip planning and preparations providing outdoor trip supervision and leadership

## Qualifications for education coordinator

* CDA or 9 credit hours/120 clock hours/12 CEUs required
* Knowledge of physical and social geography of Seattle and ex-urban environs
* Experience negotiating service contracts, including but not limited to event spaces, campus housing, campgrounds, food services and transportation services
* Must be able to travel with the Year 1 program and visit scholars on Year 2 placements as needed
* Interest and ability to engage in and lead conversations related to the relationships between social justice, conservation and what “inclusive” conservation practice can and should look like
* Bachelor's degree in Marketing or related field preferred, or equivalent industry experience