



## Part- Time Community Engagement Assistant Job Description

**Position Type:** Administration

**Location:** Carbon County Higher Education Center

**Reports To:** Executive Director

**Terms of Employment:** At-will, hourly (up to 25 hours/week), 12-month, part-time, Wyoming Retirement

### Required:

1. High School Diploma/GED required.
2. Ability to work flexible hours based on CCHEC events and classes.
3. Demonstrated problem solving skills and creativity.
4. Strong computer skills, fluent in major software programs.
5. Ability to communicate clearly in verbal and written forms.
6. Excellent English grammar and punctuation skills; excellent Spanish skills helpful.

### Essential Functions:

1. Work with and assist the Community Engagement Coordinator to create press releases, advertisements, electronic newsletters and all other marketing communication materials and media in order to recruit and retain students in all areas, as well as support staff and student achievements.
2. Work with Executive Director and Community Engagement Coordinator on internal events and programming that bring people into building and strengthen partnerships/collaboration within the community.
3. Help to create new CCHEC programs to respond to community needs.
4. Work with the Community Engagement Coordinator to prepare for, attend, and assist with CCHEC Community Events/Classes.
5. Research potential community education classes.
6. Help CCHEC stay in tune and up to date on local community issues, trends, and developments.
7. Assist the Community Engagement Coordinator with maintaining and monitoring website, Facebook, and other social media.
8. Help to organize CCHEC participation in public and community events such as, parades, fairs, etc.
9. Recruit potential instructors for community education programming.
10. Master and utilize the Lumens software for class management, student registrations, and reports.
11. Master and utilize software for creating flyers, advertisements, and live streaming events.
12. Help to assess quality of community education programming.
13. Serve as back-up to answer phone and field inquiries. Greet, direct, and provide general information as needed.
14. Perform other duties as assigned by Executive Director.