



**New Horizons Regional Education Centers
Human Resources Department
520 Butler Farm Road
Hampton, Virginia 23666-1500
757-766-1100
Fax: 757-766-9402
<http://www.nhgs.tec.va.us>**

POSITION ANNOUNCEMENT

February 19, 2018

POSITION: Program Coordinator, Center for Apprenticeship and Adult Training
LOCATION: Butler Farm Road and Woodside Lane Campuses
STARTING SALARY: \$59,953 - \$77,938
(Salary based on experience and education)
LENGTH OF CONTRACT: 12-Month

PRIMARY FUNCTION: This position is responsible for the coordination, supervision, oversight of the organization and operation of comprehensive apprenticeship and adult training programs. The work includes business networking; strategic planning; marketing; scheduling and assigning students; preparing and administering an annual budget; evaluating program effectiveness; developing and implementing curricula for new courses; approving and assigning staff and developing performance-based curricula for all adult and apprenticeship areas.

QUALIFICATIONS: Possesses a Bachelor's degree in education, business, marketing or related field; or DOD Master Instructor Rating. Ability to establish business and community networks in creating new programs. Ability to design, promote and market programs. Skills related to organization, planning, scheduling, interpersonal relations, and supervision. Knowledge and experience related to technical education, curriculum and instruction, apprenticeship related instruction to including DOL guidelines. Experiences that would provide the above noted knowledge, skill, and ability.

REPORTS TO: Executive Director

APPLICATION PROCEDURE:

Interested individuals who meet the qualifications should submit the professional employment application, resume, and the names and phone numbers of three professional references to: New Horizons Regional Education Centers, Human Resources Department, 520 Butler Farm Road, Hampton, Virginia 23666.

CLOSING DATE: March 23, 2018

In compliance with Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations, and policies, New Horizons Regional Education Centers shall not discriminate on the basis of sex, age, race, color, national origin, religion or disability in its education programs and activities which it operates nor provisions of employment and services. Any complaints of alleged discrimination under Title IX (sex) and Section 504 (disability) should be referred to: The Human Resources Department, 520 Butler Farm Road, Hampton, VA 23666, (757) 766-1100, ext. 3377.