

Job Summary:

The job of Program Analyst - California Center on Teaching Careers (CCTC) was established for the purpose/s of assisting the Executive Director in the areas of grant administration, monitoring program budgets, creating financial reports, collecting data, and developing multimedia marketing/advertising campaigns. The Program Analyst will serve as a resource to teacher candidates, county and statewide partners, funding agencies in order to deliver the program's goals and objectives, and will assist in the development, preparation, and distribution of program information and materials

Essential Job Functions:

- Aids in the planning, organization, and coordination of grantee development workshops, technical assistance to statewide partners, and a variety of functions and activities to ensure a successful implementation of grant projects.
- Assists in the preparation and delivery of presentations in/out of state for the purpose of recruiting paraprofessionals, new college graduates, credentialed teachers, and career changers.
- Collaborates with school districts, county offices of education, institutions of higher education, educational development corporations, the business community, and military installations for the purpose of recruiting individuals for the PK-12 workforce.
- Assists executive director in budget development and monitoring expenditures for the purpose of maintaining accurate records and reports for grants.
- Supports the development and delivery of multimedia marketing and advertising campaigns (newspapers, web-based, social media, TV, radio) for the purpose of promoting the PK-12 opportunities (classified and certificated) statewide.
- Travels in/out of state for the purpose promoting the teaching career, organizing recruitment events, participating in meetings with partners, and presenting at organized events.
- Performs a wide variety of complex business administration tasks (e.g., requests for warrants, purchase orders, financial reports, contracts, agreements) for the purpose of relieving the executive director of routine administrative functions.
- Reviews evaluation reports for the grant to recommend revisions.
- Assists in monitoring quarterly reports to ensure accurate information is being reported to funding agencies.
- Works closely with support and staff members in the development of training materials, purchasing of program products, and setting up and participating in program meetings

Skills, Knowledge and/or Abilities Required:

Skills to:

- perform decision analysis and make decisions of considerable consequence.
- apply and interpret data, facts, procedures, and policies.
- communicate frequently with managers, internal staff, and subcontractors to communicate information, data, and alternative problem solutions.
- coordinate and facilitate group activities and events.
- communicate effectively, orally, and in writing.

Knowledge of:

- grant sources, application preparation and monitoring.
- recruitment practices related to multimedia marketing/advertising campaigns
- teacher preparation program requirements and procedures.
- outreach techniques and strategies for specific diverse groups.
- modern office procedures and equipment.
- research techniques, strategies, and procedures.
- general accounting procedures (SACS).
- proper English grammar, punctuation, and sentence structure.

Ability to:

- provide support in the coordination and development of creative and innovative programs and projects; analyze, evaluate, and assess the programs.
- plan, organize and develop research and survey techniques.
- participate in the evaluation and assessment of the program.
- effectively serve as a resource to administrative and programmatic personnel and sub-contractors.
- communicate effectively with individuals of varied cultural and educational backgrounds in oral and written English.
- design and make marketing materials for targeted audiences
- understand and carry out oral and written directions with minimal supervisory control.
- train staff for program purpose.
- meet deadlines.
- work a schedule that includes occasional evenings and weekends.
- travel in/out of state for events and conferences.

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be possession of a Bachelor's degree from an accredited college or university and five (3) years of increasingly responsible experience, preferably in marketing and advertising, event planning, statewide collaboration, and grant management.

Education Required:

- Bachelor's degree from an accredited college or university.
- Master's degree in job-related area preferred.

Licenses, Clearances, Certificates, Testing and/or Bonding Required:

- Valid Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Clearance.
- Willingness to travel in-state and out-of-state required.

FLSA Status: Non- Exempt**August 2022**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender, or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.