



Achieving Excellence in Workforce Education

CCPI STEM COORDINATOR

Job Description

The CCPI STEM Coordinator is expected to assist the Regional Network Chairs in their endeavor to attract and engage their affiliates in the CCPI-STEM programs. The CCPI STEM Coordinator will help organize group regional meetings with their affiliates, provide CCPI STEM information to the affiliates, and be the conduit between the RN Chairs and the CCPI STEM leadership. The coordinator will work closely with the Leadership Team and will be assisted by the CCPI STEM manager. Responsibilities will start at the time the coordinator is hired. Specifically, the coordinator will:

- Establish and maintain the list of the RN Chairs, Data Collectors and regional affiliates.
- Establish and maintain the list of the CCPI-STEM participating colleges.
- Update the lists bi-monthly or sooner if the need arises.
- Establish a calendar of regional events and meetings and keep them up to date.
- Assist the RN Chairs and their designated appointees in organizing the regional events with their affiliates.
- Assist the RN Chairs and their designees with technology and inputting information on the CCPI STEM website.
- Assist the RN Chairs and their designees in developing regional marketing materials.
- Be the “go to” CCPI STEM person for the RN Chairs and their designees.
- Provide monthly updates to the CCPI STEM Leadership Team.
- Work with the RN Chairs and their designees to write their portion of the CCPI STEM Annual Report.

The CCPI-STEM Coordinator job will be virtual with most meetings and activities taking place digitally. While it is not a full-time job, it is anticipated that the Coordinator will be spending an average of 15hrs/week.



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