COMMUNITY EDUCATION
COORDINATOR (PART-TIME)

SCNM is a school of medicine and health sciences grounded in naturopathic principles. Dedicated to the ideal that everyone deserves high quality health care, we engage students in rigorous innovative academic programs, discover and expand knowledge, and empower individuals and communities to achieve optimal health. Naturopathic physicians diagnose, treat, and help prevent diseases using a system of practice that is based on the natural healing capacity of individuals. In addition to the medical college, SCNM operates a medical center onsite. Located in Tempe, Arizona, the overall environment is vibrant and dynamic, with passionate students, staff and faculty.

POSITION PURPOSE:
The primary focus of this position is to develop a Community Education program whose non-credit courses educate and empower participants to make health-promoting and life enhancing changes.

DUTIES AND RESPONSIBILITIES:
Under the direction of the Vice President of Student Affairs, duties will include identifying and developing courses, schedules, fees, and coordination of registration.

- Creates strategic planning for community education courses that instruct and empower participants in nutrition, stress management, and other health-promoting lifestyle subjects. Courses could also include introductions to naturopathic medicine, botanical medicine, homeopathy and mind-body medicine.
- Responsible for identifying populations and new target markets that would benefit from the community education programs.
- Coordinates course offerings that support naturopathic medicine and serve to reinforce naturopathic protocols recommended at the SCNM medical center and serve to convert new patients or new students to the SCNM community.
- Teaches course offerings or identifies courses and instructors (faculty) to teach courses based upon established criteria.
- Monitors course enrollment and supports course instructors.
- Works with marketing to advertise course offerings, publicize on website, and develop promotional materials, etc.
- Measures program and course effectiveness, market response, and adjusts program offerings.
- Establishes class schedules, class fees and determines facility/classroom needs.
- Maintain updated room list and processes requests for use of college facilities.
- Coordinates instructional packets and faculty evaluations.
- Registers students, collects fees, compiles and maintains records.
- Creates, monitors and updates databases.
- Monitors and coordinates instructional support services for faculty.
- Process schedule changes and notifies faculty and students of changes.
- Assists with rental of offsite facilities and related contracts and payments.
- Composes correspondence, formats, types, transcribes, proofreads, files, copies and distributes a variety of documents.
- Other duties as assigned.
KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of standard office practices, procedures and equipment
- Skill in both verbal and written communication
- Ability to communicate effectively, orally and in writing
- Ability to coordinate diverse activities, maintain confidentiality, work independently while recognizing situations which need the supervisor’s attention
- Maintain accurate records
- Perform basic mathematical calculations and alpha/numeric filing
- Perform effectively in an environment with constant interruptions
- Operate computer equipment
- Establish cooperative working relationships with persons contacted in the course of performing assigned duties
- Proficient in Microsoft Office suite, specifically Word, Excel, Outlook and PowerPoint
- Must have ability to acquire knowledge of SCNM and all its programs

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor’s Degree required, degree in health promotion, naturopathic medicine, nutrition or other health related field highly desirable.
- A minimum of three (3) years of relevant experience and/or administrative training
- Or, any equivalent combination of education and/or experience
- Experience in an educational institution preferred

SCNM is an Equal Opportunity Employer committed to a diverse and inclusive workforce.
SCNM is a Smoke-Free campus.

**Once an offer is accepted, all external applicants are subject to a pre-employment drug screen. Offers of employment shall be contingent upon satisfactorily passing drug testing.