



**Region 9 Education Cooperative**  
Project Coordinator/Event Facilitator

**Position Title:** Project Coordinator/Event Facilitator  
**Reports To:** Internal Supports Director  
**Work Day:** Minimum 7.5 hours daily  
**Contract Days:** 12 months, minimum 236 days/year  
**Salary Schedule:** Degreed  
**Classification:** Exempt

**ESSENTIAL FUNCTIONS:**

1. Represents Region 9 and its programs and its member districts in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC 9 programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations.
4. Attendance on a regular basis consistent with the REC 9 attendance policy is required. Attendance at mandatory REC 9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services.
6. Promptness for mandatory REC 9 or program meetings and professional development is required.
7. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner are required.
8. The ability to demonstrate flexibility in the performance of various job functions is required.
9. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
10. Maintaining an atmosphere that protects the privacy of confidential information pertaining to students and personnel records is required.
11. Understanding and compliance with the REC9 employee policy manual, technology policy, and R9 tracking system are required.
12. Communicates effectively and in a timely manner with the Internal Supports Director and Executive Director or their designee.
13. Ability to prioritize assigned tasks and work effectively independently, as well as part of a team.

Project Coordinator/Event Facilitator 3.2023

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14. Ability to work effectively in a high pressure environment, manage time constraints and meet project deadlines.
15. Function as a backup point of contact for IGAs with Region 9.
16. Responsible for assisting the IGA Coordinator(s) with the analysis, implementation and management of the IGA and other Region 9 contracts. Work alongside other Project Coordinators and Event Facilitators with coordinating efforts and needs with Region 9 Administration, Procurement, Region 9 Support Personnel, all other Internal Region 9 departments and Budget Analyst.
17. Ensure the scope of work under each IGA and contracts are followed and carried out and monitor timelines to ensure deadlines are met and services are provided within the required timelines.
18. Work with Fiscal, Procurement and Internal Supports Departments in all aspects under each IGA and contract scopes of work.
19. Build positive and collegial working relationships with the IGA and contract stakeholders.
20. Collaborate and consult with the R9 support personnel through communicating opportunities, risks, and current state of the projects.
21. Maintain positive, cooperative, and mutually supportive relationships with the administration, staff, peers, vendors and community partners.
22. Continue to grow professionally through collaboration with colleagues and professional growth experiences which may include travel.
23. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
24. Support and contribute to the overall REC 9 mission, vision, values and goals.
25. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
26. Provide up-to-date information within the Internal Support Department.
27. On-Site event facilitation as directed by the Internal Supports Director.
28. Must be willing to travel throughout the State in a personal vehicle for event facilitation regularly.

Note: These duties are neither exclusive nor exhaustive and the employee may be required to undertake other duties and responsibilities as assigned. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations.

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**QUALIFICATIONS**

1. Bachelor’s degree preferred from an accredited college or university.
2. Two (2) years of related experience in school, Regional Education Cooperative or other related fields are preferred.
3. Possess particular experience in areas such as accounting, computer operations, budget management, office systems and procedures, cash management and procurement.
4. Attention to detail and problem-solving ability.
5. Willing to complete the RFP class provided by State Purchasing if necessary.
6. Willing to obtain and hold a CPO license if necessary.
7. Exhibit positive interpersonal skills to relate well with peers, vendors, administration and the community.
8. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.

**PERFORMANCE RESPONSIBILITIES/WORKER TRAITS**

Ability to work under minimal supervision. Must exercise initiative and judgment in performing job duties. Possess ability to understand oral and written instructions. Exhibit writing ability appropriate for accounting practices, communication, reports, and budgets. Demonstrate verbal communications to describe, explain, detail, and ask questions. Must possess creativity and be innovative.

**Working Environment**

Possess motor ability to coordinate eyes, hands, and fingers, in the operation of office equipment. Visual ability to see and read reports, documents, and records. Auditory abilities capable of performing phone communication and interaction with other individuals. This job is performed in a generally clean and healthy environment. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. Lift up to 50 pounds.

**Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for Project Coordinator/Event Facilitator.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

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