



San Antonio Council on Alcohol & Drug Awareness

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Education Coordinator

Description

To promote and provide education and awareness of educational classes offer by the agency. Using our core values to work in EXCELLENCE to IMPACT our community through LEADERSHIP and INTEGRITY, while RESPECTING everyone as we demonstrate GROWTH and strive to live lives in WORK-LIFE BALANCE.

REPORTS TO: Director

Core Duties

- Promote and provide education and awareness about upcoming and existing classes and CEU events to external shareholders, partners, and community groups through multiple marketing channels including digital, print, presentation, and social media.
- Teach, conduct, and review educational courses upon receiving program training, taking ownership of calendar and schedule maintenance for classes.
- Collaborate with the marketing team to develop and execute comprehensive marketing plans to increase program awareness and participation.
- Compile and analyze monthly data to create reports on marketing strategies, outreach efforts, and program effectiveness, to be presented to the marketing team.
- Build and develop a comprehensive program marketing plan to suit program needs.
- Grow and maintain partnership engagement, meeting with judges, probation and school districts, and universities to market programs.
- Quarterly reporting to referral sources within 12 county radius, and annual reporting of overall program performance.
- Providing support of Program Director and instructors and needed.

Requirements

- Bachelor's Degree in the field of education, social and/or human services, or public health preferred.
- Certified Prevention Specialist Preferred or Associate Prevention Specialist (APS) to be completed within 18 months of employment.
- Experience in coalition building, recruiting and supervising volunteer groups.
- Fluent in computer programs and social media tools
- Ability to work independently and yet maintain close, collaborative relationships.
- Ability to manage time effectively.
- Excellent written and verbal communication skills.

TO APPLY: Email Gloria Solis at gsolis@sacada.org your resume and completed SACADA Employment Application or fax to 210-225-4768.

Hiring organization

San Antonio Council on Alcohol and Drug Awareness

Job Location

7500 US Hwy 90 West, Ste. 201,
78227, San Antonio, TX , Region 8

Base Salary

\$ 40,000 - \$ 45,000