

Job Description

POSITION: eAcademy Program Director

AGENCY: Venango County Economic Development Authority

LOCATION: Venango County, Pennsylvania

REPORTING RELATIONSHIP: Executive Director and Seven-Member Board

YEARLY SALARY: \$25,000.00

Position Status: Part-time (20 hrs. per week)

Work Schedule: The eAcademy program is held Monday-Thursday in the afternoon at Clarion Venango Campus in Oil City, PA. The program director will, on occasion, also report to the offices of the Venango County Economic Development Authority located at 1168 Liberty Street in Franklin, PA. The program director must be in the classroom providing instruction during the hours of eAcademy operation but flexibility will be given to location and time of work outside of those specified hours.

Benefits: 5 sick days and 3 personal days

AGENCY BACKGROUND: The Venango County Economic Development Authority (VCEDA) was created under the Municipal Authorities Act by the Venango County Board of Commissioners and is designated as the lead economic development agency in Venango County. VCEDA serves to foster a diverse county economy and quality of life through strengthening the regional infrastructure and working with partner organizations to enhance the workforce, recreational and cultural amenities within the county to create a compelling climate for the growth of existing and new businesses.

POSITION SUMMARY: The Entrepreneurship Program Manager will serve as the Program Director for the Venango eAcademy and work to develop the Venango eAcademy curriculum and lead the instruction of high school seniors through an entrepreneurship education program that is focused primarily on hands-on, real world, experiential learning. The eAcademy program runs Monday – Thursday in the afternoon.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Manage and direct the eAcademy classroom by delivering effective instruction while supporting learning through student engagement and the integration of technology and real-world experiences.
- Work to develop and revise curriculum and instructional materials as needed in order to maintain a dynamic and effective curriculum for entrepreneurship education in Venango County.
- Independently schedule, coordinate and successfully lead multiple eAcademy field trips throughout the academic year to various local businesses, community groups and other groups that advance the mission of the eAcademy.
- Pursue the necessary professional development to stay current in the relevant academic fields by attending conferences, maintaining membership in professional societies and maintaining the required credentials for continued licensure, continuing education, etc. as disciplinary standards require.
- Research and development of public and private grant funding sources that advance and support the projects and mission of the eAcademy Program.
- Develop and maintain relationships with regional economic development contacts
- Communicate progress on projects to board, key decision makers and elected officials including dealing with media and inquiries from the general public
- Provide written and verbal reports to the VCEDA staff and VCEDA board members on staff activities
- Accompany the Venango County Economic Development Authority Director on business visits on occasion
- Independently schedule and complete business site visits to local businesses outside of the hours required to provide eAcademy instruction in order to facilitate the requirements of the PREP and ENGAGE programs.
- Develop and maintain relationships with business owners in order to advance the mission of both the eAcademy program and the Venango County Economic Development Authority
- Oversees the administration and reporting of grant programs for compliance with grant agreements, funding requirements and applicable federal, state and local laws and regulations; reviews grant funded projects progress and financial activity for compliance with program guidelines and budgets.
- Position may require some travel, primarily within the county but will sometimes be out of the county to conferences, trainings and professional events
- Other duties as assigned

ESSENTIAL SKILLS

- Ability to be flexible and adapt to rapidly changing priorities and outcomes

- Ability to manage several projects simultaneously through high energy, flexibility and excellent organizational skills
- Ability to demonstrate analytical proficiency, must be able to distill complex information into language that is clear and understandable to all stakeholders
- Effective verbal and written communication skills

PHYSICAL AND MENTAL CONDITIONS

- Must possess the ability to record, convey and present information, explain procedures and follow instructions.
- Must be able to sit and/or drive for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching as necessary to carry out essential duties of job.
- Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs, torso necessary to carry out duties of job.
- Sedentary work, with occasional lifting/carrying of objects with a maximum weight of forty pounds.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to pay close attention to details and concentrate on work.

WORKING CONDITIONS:

- Works indoors with adequate workspace, lighting, temperatures, and ventilation.
- Works with average indoor exposure to noise, but subject to frequent disruptions and stress.
- Normal indoor exposure to dust/dirt.
- Travels frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.
- Works frequently outside the office and is exposed to above average dust/dirt/odors and smoke.
- Occasionally works evenings or weekends as needed.

EDUCATION & EXPERIENCE:

- A minimum of a bachelor's degree
- A valid Pennsylvania teaching certificate

CLEARANCES:

- Must work in conjunction with employer to apply for Act 34 PA State Police Criminal History, Act 151 PA Child Abuse and FBI clearances prior to employment. All clearances must reflect acceptable results.

- Must not appear on Preclusion Lists as defined by “Pennsylvania’s Medical Assistance Bulletin 99-11-05 Provider Screening of Employees and Contractors for Exclusion from Participating in Federal Healthcare Programs.”
- Must successfully complete pre-employment drug screening.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
- Must possess effective communication and interpersonal skills.
- Must possess initiative and problem-solving skills.
- Must possess ability to function independently, have flexibility and the ability to work effectively with individuals, families, co-workers and others.
- Must possess ability to maintain confidentiality in regard to individual information and records.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the technical knowledge of operating personal computers and other office equipment.
- Must possess a valid Pennsylvania Driver’s License and daily access to reliable transportation.
- Must possess ability to plan and organize work and prepare adequate records and reports.
- Must possess ability to practice organizational and stress management skills and to practice use of good judgment.
- Must possess the ability to deliver and evaluate appropriate services to consumers and to monitor the effectiveness of such services.
- Must possess some technical knowledge of operating personal computers and related software, or ability to learn and operate with reasonable accuracy and speed.
- Must possess ability to interpret regulations, policies and procedures, and apply them accordingly.

APPLICATION DEADLINE: August 14, 2022

Interested Applicants should forward a completed application, cover letter and resume via mail or email to:

Emily Lewis
Executive Director
elewis@co.venango.pa.us
1168 Liberty Street, PO Box 831
Franklin, PA 16323
814-432-9681

Applications can be obtained on our website at www.vceda.com