



**Job Title:** Coordinator of Public Safety and Healthcare Programs  
**Job Type:** Administrative; 260 days; certified; benefits

**Location:** C-TEC Adult Education Center

**Salary Schedule:** Coordinator Salary

**Reports To:** Director of the Adult Education

**Desired Skills:** The coordinator for Public Safety and Healthcare has the direct responsibility for programs in Public Safety, including fire, EMS, as well as Healthcare, including Licensed Massage Therapy, State Certified Nurse Aide Training (STNA), Registered Medical Assistant, Medical Coding Specialist and Pharmacy Technician. This Coordinator provides leadership and support for the development and operation of the above programs and advises the Director regarding community needs for additional programming. He/she actively promotes and recruits students and staff for these programs.

**Qualifications:** Bachelor's degree or equivalent administrative work experience or combination of education and work experience required. Knowledge of and/or work experience in Career-Technical or Adult Education or experience in equivalent corporate training environment required. Supervisory skills and experience required. A valid one-year teaching certificate or ability to obtain one. A valid industrial certification(s) aligned to assigned programs preferred.

**Start Date:** January 4, 2021

**Application Deadline:** November 20, 2020

Resumes may be e-mailed to [humanresources@c-tec.edu](mailto:humanresources@c-tec.edu)  
EOE