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## ***Education Program Assistant***

**JOB:** Part-Time, Seasonal (Non-Exempt) – *part-time remote hours from April to mid-May, part-time onsite hours from mid-May to Labor Day*

**DEPARTMENT:** Programming

**REPORTS TO:** Director of Educational Programming

**SUMMARY:** The Education Program Assistant is responsible for supporting the Director of Educational Programming in researching, designing, scheduling, implementing and evaluating seasonal educational programs at Lakeside Chautauqua. The ideal candidate possess professional work experience or study in education, be extremely self-motivated and detail oriented. This individual must have strong public speaking, interpersonal and written communication skills, as well as computer and audio/visual equipment competency.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

#### **Programming:**

- Coordinate all aspects of Wellness Seminars within allotted budget (recruit and contract with speakers, promote programs, ensure appropriate room/AV set up, host and introduce speaker, take attendance, collect evaluations, etc.)
- Organize two health fairs to be held during the summer
- Assist with Education Department events (Hoover Auditorium speakers, youth symphony programs, author visits, education seminars, collaborative programs with other pillars, etc.)
- Manage implementation of scheduled educational programs as assigned by director
- Collaborate with Programming staff and community group representatives with regard to educational programs as assigned by director
- Provide assistance with coordination and implementation of Programming Department events as assigned by the Senior Vice President of Programming

#### **Administrative:**

- Assist in marketing efforts related to educational programming (preparing publicity content and promoting programs through multiple channels – social media, weekly *Lakesider* newspaper, website, etc.)
- Research opportunities for youth and teen education programs to be implemented in future seasons, especially as it relates to STEM
- Participate in Education Department meetings and Programming Department meetings
- Prepare end-of-season report detailing program successes and challenges, as well as program attendance and evaluate data
- Contribute to evaluation of education programs for future planning

**Requirements:**

- Ability to handle multiple priorities, excellent attention to detail and a 'self-starter' with the ability to work independently
- Proficient with Microsoft Office Suite and Outlook
- Ability to set up and troubleshoot usage of AV equipment, including computers, LCD projectors, internet connections, microphones, etc.
- Ability to maintain confidential information
- Ability to provide timely and positive responses to correspondence, requests and questions received by the Education Department
- Availability to work outside the normal schedule, including early morning, evening and weekend hours
- Demonstrate ability to collaborate with volunteer groups, peers, administrators and board members
- Excellent verbal and written communication skills
- Commitment to ethical business practices and teamwork
- Ability to set up and tear down events when needed, which may include lifting 20-30 lbs.
- Proficient and comfortable using social media networks

**QUALIFICATIONS:** To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Strong interest/study/experience in education and/or lifelong learning required. Bachelor's degree preferred. Event planning and public speaking skills required.

**LANGUAGE SKILLS:** The ability to read and interpret documents within the Programming Department. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers, speakers and groups.

**MATHMATICAL SKILLS:** The ability to manage contracts, reconcile budgets and business statements, analyze trends and apply basic math concepts.

**REASONING ABILITY:** The ability to solve practical problems and deal with a variety of concrete variables in situations. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must regularly lift and/or move more than 20+ pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**FOR MORE INFORMATION, PLEASE CONTACT:**

employment@lakesideohio.com

*Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.*

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Applicant/Employee Signature

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Date

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Supervisor Signature

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Date