

# **Adult Education Block Grant (AEBG) Contra Costa County Regional Consortium**

## **Consortium Manager**

### **Responsibilities and Duties**

The Consortium Manager will have excellent verbal, written and facilitation skills as well as project management experience, preferably in education, with specific work experience in access and equity for adult learners. The Consortium Manager will work closely with the Contra Costa County Adult Education Block Grant (AEBG) Consortium Steering Committee (CCC AEBG Consortium) to provide the following professional services:

- Plan, schedule, notice, procure locations, arrange catering, create agendas for and facilitate all Steering Committee regional meetings as well as to assist as needed, in the planning and facilitation of sub-regional meetings.
- As directed by the Steering Committee, responsible for ongoing Consortium planning, development, implementation and evaluation of programs and services based on goals, objectives and priorities established by the Steering Committee as a result of member, partner, community and stakeholder input to address community and local workforce needs.
- Work with Steering Committee to develop processes for evaluation of Steering Committee-endorsed consortia member programs and projects, including processes to request, review, approve and disburse funds for programs and projects.
- Work with Steering Committee to develop processes for establishing criteria for evaluation of Steering Committee-endorsed consortia member programs and projects for the purpose of ongoing funding and/or expansion.
- Provide communication between and among Consortium members, partners and all stakeholders, utilizing technology (email, Consortium website, social media and other technology resources and tools) to provide public postings with regularly-updated information on Consortium processes, programs, projects, etc.
- Manage public relations, brand awareness, marketing and website development and maintenance.
- Provide guidance and support to Consortium sub-regional and other Consortium-designated work groups, teams and sub-committees, ensuring sufficient and timely progress on implementation of Consortium plan(s), programs and projects according to established timelines and deliverables due dates, as well as generate desired, measureable outcomes aligned to Consortium goals, objectives and plan(s).

- Act as a liaison for outreach and ongoing communication among Consortium members, partners and all stakeholders.
- Serve as the official and primary point of contact for the Contra Costa AEBG Consortium.
- Ensure State and Consortium fiscal monitoring and reporting requirements are met in compliance with all State and Consortium standards and regulations.
- Provide assistance to Consortium work groups, teams and sub-committees for budget development and to ensure quality and compliant programs.
- Prepare, submit, accurately track, and maintain records of all fiscal and progress reports as well as other AEBG State-required deliverables in a timely manner on behalf of the Consortium.
- Participate in all applicable AEBG webinars and trainings, updating and reporting information obtained to the Consortium chairs/co-chairs and/or membership.
- Compile data collection and reports on state-wide AEBG Consortia initiatives, model programs, best practices, etc., keeping the CCC AEBG Consortium informed and up-to-date.
- On behalf of the CCC AEBG Consortium, pro-actively seek-out, help build relationships with and serve as liaison to related regional consortia and initiatives, including but not limited to other AEBG consortia, Career Pathways Trust Grants, SB1070, and Bay Area Community College Consortia.
- Create and manage a master calendar of Consortium and related stakeholder meetings, events, etc.
- Coordinate with and report to the Consortium Chairperson(s) on an agreed-upon regular schedule.
- Provide the Consortium Steering Committee a written monthly report of activities, events, developments, projects, etc. Other duties as may be required and mutually agreed upon.

**Compensation:** Independent contractor, non-benefited at \$10,000.00 per month for initial contract period of twelve (12) months. Upon performance review, contract may be renewable for an additional (6) months at the same rate. Performance-based renewal of subsequent contract terms is negotiable but dependent upon funding.