



GOALs Project Coordinator (Grant-Funded)

Join Arizona Western College as a GOALs Project Coordinator! Help students achieve career success through education, training, and advisement while supporting a dynamic grant-funded program in agriculture. If you're ready to make a meaningful impact and guide students toward long-term career success, we invite you to apply and become an essential member of the GOALs Project team.

Salary:

\$41,322– \$43,801 per year, depending on experience.

Summary of Function:

Grant Funded, 9-month position. Growing Opportunities for Agricultural Learning in the Southwest (GOALS). Provide career development, education, and advisement services to program participants ensuring vocational training, educational opportunities, career development, and access to resources necessary to transition program participants into long-term career success.

Typical Duties:

- Serves Students. Facilitates the development of the GOALs grant project in coordination with the Project Director and Co-Director.
- Conduct outreach activities with high school, college, university, and industry stakeholders to meet the objectives of the grant project.
- Schedule and promote the offering of industry CEU courses in coordination with the AWC Reskilling and Technology Center.
- Provide project administrative work
- Assist the Project Director and Co-Director with grant project reporting.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Associate degree in agriculture or related field

Or

- 5 years of experience in outreach
- Note: Experience in outreach and recruitment preferred, but not required; documentation must be provided on application materials

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

Classification:

- Non-Exempt

Position Type & Work Schedule:

- Full-time, 9 months
- 38 hours per week

- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow, and operating procedures
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications, especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, and follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to maintain confidentiality of protected information and follow FERPA guidelines
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, community contacts, and interruptions
- The working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department, or institutional needs

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times, a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist

Travel:

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department, and institutional needs.

Note:

- Yuma Campus
- Benefits Eligible
- Grant Funded (GOALS) – contingent on continued funding. Funding will only cover up to 9 months of employment. Position is scheduled to end no later than September 30, 2026, but may conclude earlier.

APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice

ADDRESS INQUIRIES TO:

Arizona Western College

Human Resources

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: Human.Resources@azwestern.edu

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