

# FAYETTE COUNTY PUBLIC SCHOOLS

## Student Programs Coordinator, Launch Fayette Position Description

*The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.*

<b>WORK LOCATION:</b>	Center of Innovation
<b>REPORTS TO:</b>	Launch Fayette Director
<b>SALARY:</b>	Determined by Launch Fayette Board of Control

<b>FLSA STATUS:</b>	Exempt
<b>WORK CALENDAR:</b>	12 months
<b>APPROVED (Board):</b>	
<b>REVISED:</b>	

**SUMMARY:** Under the direction of the Launch Fayette Director, collaborate with internal and external teams to facilitate the creation and operation of the various student entrepreneurship programs of Launch Fayette.

### ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Report to site, as scheduled, to plan and supervise the student programs of Launch Fayette
3. Maintain student and program confidentiality
4. Develop and coordinate the delivery of student programming in conjunction with partners and stakeholders
5. Programming includes educational and training classes, mentorship, speakers, and events. The topics are entrepreneurship in general with specific topics including but not limited to the business model, client acquisition, overall strategy, financing, fundraising, market research, operations, and branding
6. Coordinate meetings and events with industry, advisors, mentors, and to connect student cohort members with resources and opportunities
7. Assist the Director to identify, recruit, train, and manage mentors and subject matter experts to support the student cohort
8. Perform other professional duties, related to daily operations of Launch Fayette, as assigned

### REQUIRED QUALIFICATIONS:

Minimum of Five (5) years' experience in supporting a business development organization or other similar business experience in developing programs and initiatives

Proficiency in administrative technology

Excellent oral, written and interpersonal communication skills

### PHYSICAL DEMANDS:

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

### REQUIRED DUTIES & RESPONSIBILITIES:

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.