



Justin Nolder
Executive Director

Armstrong Center for Community Learning
104 Armstrong Street, Suite A
Ford City, PA 16226
(724) 543-2599
justin@armstrongcenter.org
www.armstrongcenter.org

Job Title: ACCL Program Coordinator

Reports To: Executive Director

Location: Armstrong Center for Community Learning – Ford City, PA

Status: Full-Time, Exempt (Occasional Evening and Weekend Hours Required);

Funding: This is a grant-funded position with funding secured for an initial three-year period. Continued employment beyond that period is dependent upon the availability of grant or other organizational funding.

Position Summary

The ACCL Program Coordinator is responsible for developing, coordinating, and implementing workforce development, career awareness, and personal enrichment initiatives that support the mission of the Armstrong Center for Community Learning (ACCL). This position serves as a key liaison among local employers, educational institutions, and community partners to identify and meet regional training needs, enhance workforce readiness, and promote lifelong learning opportunities. The Program Coordinator also manages ACCL's marketing and communications initiatives to expand community engagement and program visibility.

Key Responsibilities

Workforce Development & Career Initiatives

- Develop and oversee career awareness and exploration programs for youth and adults; work closely with local high school guidance counselors and faculty to coordinate these activities and support students' career readiness.
- Explore the creation and coordination of a leadership program in Armstrong County for high school students, offering opportunities to build essential skills such as communication, problem-solving, and confidence. This program will also provide a platform for personal growth through activities like community service, networking with leaders, and creating a vision for the future, helping students become more competitive for college admissions and future employment opportunities.
- Collaborate with local and regional employers, the Armstrong County Department of Planning & Economic Development, and other community stakeholders to identify current and future workforce training needs.
- Design, coordinate, and evaluate training programs, workshops, and seminars that align with local industry needs.
- Partner with local colleges, universities, and technical schools to supplement ACCL programs and create seamless education-to-employment pathways.

- Work closely with Lenape Technical School's LPN and adult education programs to coordinate training and support services.

Personal Enrichment Programs

- Coordinate and promote personal enrichment programs such as financial literacy workshops, technology skills classes, and other community learning opportunities.
- Oversee enrichment activities offered at partner sites, including the Outdoor Discovery Center at Crooked Creek, ensuring quality programming and participant engagement.
- Identify and collaborate with local instructors, organizations, and agencies to expand enrichment offerings.

Testing & Certification

- Monitor the center's certification testing programs, including scheduling, registration, and recordkeeping.
- Obtain and maintain required proctor certifications for various testing platforms.
- Proctor exams, including those scheduled on evenings and Saturdays, ensuring compliance with testing protocols and security requirements.

Marketing & Communications

- Coordinate ACCL's marketing and public relations activities to promote programs and services.
- Develop and distribute the organization's quarterly newsletter.
- Write and disseminate press releases, social media content, and community announcements.
- Plan and execute targeted mail and email campaigns to engage key audiences.
- Maintain up-to-date website and social media content in collaboration with staff and partners.

Administrative & Program Support

- Track program outcomes and prepare reports for internal and external stakeholders.
- Identify funding opportunities and write grant applications and reporting related to workforce, education, and enrichment initiatives.
- Represent ACCL at community events, workforce meetings, and educational consortiums.
- Perform other duties and responsibilities as assigned by the Executive Director.

Qualifications

Education & Experience:

- Bachelor's degree in Education, Workforce Development, Communications, Business Administration, or a related field required.

- Minimum of 3 years of experience in program coordination, workforce development, community education, or related areas preferred.
- Experience working with employers, economic development agencies, and/or educational institutions strongly preferred.

Skills & Competencies:

- Strong organizational, planning, and project management skills.
- Excellent communication and interpersonal abilities, with experience engaging diverse stakeholders.
- Proficiency in Microsoft Office Suite and familiarity with digital marketing tools (e.g., Mailchimp, Canva, social media platforms).
- Ability to work independently and collaboratively in a dynamic, community-oriented environment.
- Flexibility to work occasional evenings and weekends as needed for testing and events.

Compensation & Benefits

- Competitive salary commensurate with experience.
- Comprehensive benefits package including health insurance, paid time off, and professional development opportunities.
- This position is funded through an external grant with funding secured for an initial three-year period. The ACCL intends to sustain the position beyond the grant term if funding is available.

How to Apply

Interested candidates should submit a cover letter, resume, and three professional references to justin@armstrongcenter.org. Applications will be reviewed on a rolling basis until the position is filled.