BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

State Energy Education Coordinator

Purpose Statement
The State Energy Education Coordinator is responsible for organizing and executing comprehensive events for high school students (i.e. T-4). This role involves coordinating with various stakeholders, including local, regional, statewide industries, educational institutions, and community organizations, to create engaging and informative events that help students explore potential career paths and post-secondary opportunities.

Supervisory Relationship
Reports to: Assigned Administrator or Supervisor

Essential Functions
- **Event Planning and Management**:
  - Develop and implement a detailed plan for events, including timelines, budget, and resource allocation.
  - Coordinate all logistical aspects of the events, including venue selection, layout design, and setup.
  - Oversee the registration process for exhibitors, speakers, and attendees.
  - Ensure all necessary permits and approvals are obtained.
- **Stakeholder Engagement**:
  - Build and maintain relationships with local, regional, statewide, industry professionals, and educational institutions to secure their participation.
  - Communicate with stakeholders to understand their needs and expectations, and ensure they are met.
  - Coordinate with stakeholders to promote events and ensure student participation.
- **Marketing and Promotion**:
  - Develop and execute a marketing plan to promote the events to students, parents, and the community.
  - Utilize various channels, including social media, school newsletters, and community outreach, to increase event visibility and attendance.
  - Create promotional materials such as flyers, posters, and digital content.
- **Program Development**:
  - Organize and schedule workshops, presentations, and panel discussions on various career-related topics.
  - Coordinate with speakers and workshop leaders to ensure content is relevant and engaging for students.
  - Develop and distribute informational materials for attendees.
- **On-Site Event Management**:
  - Oversee the setup and breakdown of the events, ensuring all aspects run smoothly.
  - Provide support to exhibitors, speakers, and attendees during events.
  - Address any issues or emergencies that arise in a timely and effective manner.
- **Post-Event Evaluation**:
  - Collect feedback from participants, exhibitors, and stakeholders to evaluate the success of the events.
  - Analyze feedback and events outcomes to identify areas for improvement.
  - Prepare a comprehensive report on the events, including attendance metrics, financials, and recommendations for future events.

Job Requirements: Minimum Qualifications

Skills
- Exceptional event planning and project management.
- Excellent communication and interpersonal skills, with the ability to engage and motivate diverse groups. i.e. industry
- Strong organizational and project management skills.

Knowledge
- Familiarity with career development programming and educational outreach.
- Understanding of logistics coordination for large-scale events.

Abilities
- Adapt to shifting priorities and manage deadlines effectively.
- Ability to work independently and as part of a team, managing multiple tasks and deadlines.

Responsibility
Lead and coordinate event planning activities. Manage partnerships and foster student engagement.

Work Environment
Duties require travel to various locations, including overnight stays. Physical demands include lifting items weighing 50–75 pounds and handling event equipment (e.g., comfortable pulling a trailer).

Experience
Proven experience in event planning and stakeholder coordination, preferably in education or non-profit settings

Education
Bachelor's degree in Education or related field (or equivalent experience)

Certificates and Licenses
Valid driver's license

Continuing Education/Training
Participate in professional development opportunities as required

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Salary Grade
PH or Teacher Negotiated Salary

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.