

**CITY OF CHATTANOOGA**  
**Classification Specification Title: FJC Education Coordinator**

**Department: Executive Branch**

**Pay Grade: GS.10**

**Supervision Received From: Assistant Director of Outreach, FLSA Status: Exempt**

**Supervisory Responsibility For: N/A**

**Established: 8/1/23**

**Revision Dates: 4/2/25;  
10/20/23**

**CLASSIFICATION SUMMARY:**

Incumbents in this classification focus on the planning, development, facilitation, implementation, evaluation, and administration of a wide variety of educational programs and initiatives to increase and enhance educational learning. Coordinates a comprehensive training and education offering to the larger community on issues that impact individuals and families who experience family violence, intimate partner violence, child abuse, elder abuse, and human trafficking. Work involves establishing a trusting relationship and building collaborative relationships with FJC partners, criminal justice agencies and other community resources. This position may be court based or FJC based.

This position works closely with other members of the FJC and Office of Community Health Teams and all other workgroups and committees under the supervision of the FJC Assistant Director of Outreach, Training, and Volunteers.

**SERIES LEVEL:** This is a stand-alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

The Education Coordinator provides support and assistance in the identification, development and delivery of educational programs or initiatives, conferences, specialized training. Duties may include (but are not limited to) support of internal/external stakeholders, implementation of routine program logistics, participation in team activities, use of electronic communications and technology, preparation of reports and program documentation, support of budget activities and data collection/input activities.

Market training. Awareness events and services to employees, partners, and target audiences. Contribute to quality services by staying informed of developments and trends in the area of trauma and victimization, especially as it relates to intimate partner violence, sexual violence, elder abuse, human trafficking and child maltreatment.

Utilize social media platforms and create content for Newsletters.

Build and maintain effective working partnerships and training opportunities with court personnel, judges, law enforcement personnel, prosecutors, FJC partners, and other City of Chattanooga departments.

Design, develop and support training programs (may be outsourced or in house) and community awareness events.

Refers clients and partners to community resources and other partner organizations for additional support.

Participate in a variety of meetings, seminars, conferences, training sessions and/or other related events in order to receive and convey information.

Enters and maintains information into applicable databases and/or other computerized systems to collect and maintain records and information in the assigned area of responsibility. Prepared requested reports for funders and work with other staff in creating community reports.

Assist in training new employees and providing in-service training for all staff.

Represents the agency in community or interagency activities as needed.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

#### MINIMUM QUALIFICATIONS:

Five (5) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered.

Examples of relevant education include a Bachelor's degree in human services, social work or closely related field. Examples of relevant experience are one (4) years of experience involving training, identifying, and addressing gaps in training and education.

Experience working in the field of victims services is desired.

LICENSING AND CERTIFICATIONS: None

#### SUPPLEMENTAL INFORMATION

Ability to define problems, collect data, establish facts and draw valid conclusions.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

#### SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

All employees must maintain Tennessee residency from the date of hire.

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.