



Please Post Through February 4, 2019  
Adult Ed-97

Orleans/Niagara  
Board of Cooperative Educational Services  
4232 Shelby Basin Road  
Medina, New York 14103  
(716) 731-6800 Ext. 2224

**A N N O U N C E M E N T**  
**STAFF VACANCY**

**JOB TITLE**

Project Manager  
Adult/Continuing Education

**CERTIFICATION/CLASSIFICATION**

Please See Below

**JOB LOCATION**

Anticipated (Initial) Assignment:  
Lockport and Niagara Falls, N.Y.

**EFFECTIVE DATE**

As Soon As Practicable

**POSTING DATE**

January 18, 2019

**APPLICATION DEADLINE**

Apply Immediately

**BRIEF DESCRIPTION OF POSITION**

This position is anticipated to last a minimum of two years. The individual will assist in the successful implementation and development of expanded adult education skilled trades and health care professionals training programs, especially at newly opened facilities in Niagara Falls and Lockport, N.Y. The individual will review course curriculum to conform to the needs of local employers and the approval of the Niagara County Workforce Development Board. The individual will connect with community, social service agencies and employers to recruit students. The individual will develop a job placement program and work with local employers to identify shadowing, internship, apprenticeship and employment opportunities. The individual must be eligible for appropriate certification upon hire. Regular attendance and dependability are required. Other responsibilities may be assigned. The assignment is subject to change.

Please submit continuing education application (form can be accessed at [www.onboces.org](http://www.onboces.org)).

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