

AB86 Mid-Alameda County Consortium
Coordinator/Facilitator - Scope of Work

The Coordinator/Facilitator will be a neutral facilitator with excellent communication and facilitation skills and sufficient knowledge or experience in the area of adult education. The coordinator will work independently with the Project Management Team to do the following:

- Schedule, notice, create agendas and facilitate all Member Organizations Group meetings and the Steering Committee Meetings (with the exception of the work to be done by the Research Consultant). There may be additional facilitation of smaller group or focus group meetings as needed.
- Meet with the Project Coordination Team, the Research Consultant and Lead Facilitator as needed for overall planning, coordination and preparation of reports.
- Provide communication amongst/between groups and stakeholders (emails, dropbox or wiki space postings).
- Provide guidance and support to the Program Area Focus Groups and be the point of contact for communication to/from those groups.
- Write and/or coordinate the writing of, and do final edits of the report writing due to the AB86 office of the California Community College Chancellor's Office.

The plan dates are April 2 of this year through June 30, 2015. The hours of the contract will vary from 10-30 hours per week.

Contract Amount: \$67,500 (\$4,500 per month for 15 months)