

Program Coordinator: Motorcycle, Safety, and
Certifications (EPIC)
Truckee Meadows Community College

Direct Link: <https://www.AcademicKeys.com/r?job=257195>

Downloaded On: May. 20, 2025 7:45pm

Posted May 20, 2025, set to expire Jul. 11, 2025

Job Title	Program Coordinator: Motorcycle, Safety, and Certifications (EPIC)
Department	EPIC Program
Institution	Truckee Meadows Community College Reno, Nevada
Date Posted	May 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services Graphic Design/Marketing Administrative Support/Services Fiscal Services
Apply Online Here	https://apptrkr.com/6237608

Apply By Email

Job Description

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Program Coordinator: Motorcycle, Safety, and Certifications (EPIC)

Thank you for your interest in Truckee Meadows Community College. If you need assistance or have questions regarding the application process, please contact Human Resources at (775) 673-7168 or humanresources@tmcc.edu.

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Job Description

About Us

At Truckee Meadows Community College (TMCC), we take pride in our long-standing commitment to lifelong learning and community enrichment. For nearly 50 years, we've been a cornerstone of non-credit education, offering personal enrichment and professional development programs to the vibrant Reno community. Our program, now known as "EPIC" (Educational Programs Inspiring the Community), continues to inspire, educate, and connect people through diverse and engaging courses. With a seasonal reach of over 40,000 households, we are dedicated to making education accessible, enjoyable, and impactful.

The Opportunity

Are you passionate about workforce safety, motorcycles, and making a difference in your community through education and professional development? TMCC's EPIC program is seeking an organized, collaborative, and forward-thinking Program Coordinator to manage the operations of TMCC's nationally recognized Safety Center, coordinate our Motorcycle Rider's Course, and support the development of short-term certification programs and professional development workshops in collaboration with the Program Director.

In this role, you'll oversee all behind-the-scenes logistics-recruiting instructors, developing class schedules, coordinating with agencies like Nevada Rider, and managing budgets-for TMCC's safety trainings and motorcycle programs. You'll also provide support on EPIC's professional development and short-term certification offerings. You'll play a central role in ensuring these programs run smoothly, effectively, and in alignment with TMCC's mission to support lifelong learning and workforce readiness.

If you enjoy variety in your day, collaborating with great people, and bringing educational programs to life, this could be the job for you. You'll have the freedom to take ownership of your programs-from creation to execution-and the support of a team that values initiative and creativity.

Why TMCC EPIC?

- **Impactful Work:** Play a key role in promoting safety and empowering individuals through education.
- **Collaborative Environment:** Join a team of creative, dedicated professionals who care deeply about community education and impact.

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- **Dynamic & Rewarding:** From motorcycles to OSHA to professional development workshops-you'll never be bored.

Your Role at a Glance

- **Program Management:** Design and manage non-credit programs including safety training courses and the Motorcycle Rider's Course. In collaboration with the Director, support the development of professional development workshops and short-term certification offerings.
- **Strategic Planning:** Conduct needs assessments and monitor market trends to inform programming decisions and identify new opportunities.
- **Instructor Oversight:** Recruit, onboard, and evaluate instructors and training vendors.
- **Scheduling & Logistics:** Coordinate course logistics including facilities, scheduling, classroom setup, and resource allocation.
- **Budgeting & Finance:** Develop and monitor budgets; track financial performance and ensure revenue goals are met.
- **Marketing Collaboration:** Work with the Marketing Manager to promote programs, analyze outreach effectiveness, and support data-driven marketing decisions.
- **Program Evaluation:** Maintain key benchmarks such as cancellation rates, repeat enrollment, new program growth, and average participant numbers.
- **Partnership Building:** Build partnerships with local employers, government agencies, and compliance bodies such as OSHA, EPA, DOT, and DHS.
- **Customized Training:** Coordinate contract-based training solutions for businesses and agencies based on safety or certification needs.
- **Team Collaboration:** Collaborate with fellow Program Coordinators to ensure consistency and shared best practices across all EPIC offerings.
- **Event & Departmental Support:** Support the EPIC team in departmental events and perform other duties as assigned.
- **Continuous Improvement:** Identify opportunities for operational improvement, system modernization, and strategic program updates.

Who You Are

- **Safety-Minded and Motorcycle-Informed:** You're familiar with EH&S concepts and the world of motorcycles-even better if you're a rider yourself.
- **A Self-Starter with Ownership Mentality:** You're not just managing tasks-you're building and leading programs you can be proud of, with the autonomy to shape them from the ground up.

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- **Workforce-Focused:** You understand the role professional development and certification programs play in advancing careers and building a stronger community.
- **Detail-Oriented:** You have a strong eye for logistics, compliance, and quality.
- **People-Centered:** You're at ease collaborating with a wide range of instructors, learners, and industry partners.
- **Adaptable:** You are comfortable working with a diverse population and can meet a variety of needs effectively, including managing interactions with a range of instructor personalities.
- **Data-Driven:** You understand how to use benchmarks and metrics to guide programming and decision-making.
- **Operationally Savvy:** You know how to manage moving parts-schedules, rooms, contracts, communications-like a pro.
- **Sales-Oriented:** You're comfortable selling program ideas to instructors, employers, and the public.
- **Tech-Savvy:** You are proficient in using CRM systems and enjoy guiding others in using these platforms.

Qualifications

Minimum:

- Bachelor's degree from an accredited institution and three (3) years of experience in business development, management, sales, operations, educational administration, training development, or course development, **OR**
- Associate degree and five (5) years of relevant experience.

Preferred:

- At least 1 year in a supervisory or staff management role.
- Proven ability to manage programs, particularly in educational or training settings.
- Strong background in fiscal oversight, including budgeting and financial analysis.
- Knowledge of Environmental Health & Safety (EH&S) or related safety disciplines.
- Familiarity with motorcycle operations-either as a motorcycle rider or through work in the industry.
- Demonstrated success working with government agencies or within compliance-based programs.

Salary and Benefits Information

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Salary: \$59,186 - \$73,983 initial salary placement will be dependent on education level and years of experience

Perks of Working at TMCC

- Health insurance options including dental and vision - [Health Insurance](#)
- 17.5% retirement match, 24 annual leave days, a beginning balance of 30 sick leave days, 12 paid holidays
- Life insurance, long-term disability, generous annual and sick leave - [NSHE Benefits](#)
- Sports and Fitness Center with annual or monthly membership options for employee and spouse/domestic partner.
- [ComPsych](#) supports employees through life's difficult moments.
- [Professional Grant-in-Aid](#): TMCC is proud to provide a reduced-rate tuition benefit to faculty and qualified dependents. Faculty can take up to six credits per semester at a reduced rate. Dependents of faculty have unlimited credits, but in order to be eligible children must be unmarried and under the age of 24 and must receive at least 50% of their financial support from the employee and/or employee's spouse or domestic partner.
- **Free** parking on all TMCC campus locations.
- No State income tax
- All full-time faculty and staff are provided with a variety of [discounts and employee purchase programs](#).

Exempt

Yes

Full-Time Equivalent

100.0%

Required Attachment(s)

Please note, once you submit your application the only attachment/s viewable to you will be the attachment/s to the resume/CV section of the application. Any additional required attachment/s to the cover letter, references, additional documents sections of the application, will not be viewable to you after you submit your application. All uploaded attachment/s will be on the application for the committee to review. To request updates to attachments, prior to the committee review of applications, please contact humanresources@tmcc.edu.

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In order to be given full consideration all of the following must be attached to your application.

1) Resume/CV

2) Cover Letter

3) Contact Information for three Professional References - Please make a note if you do not want your present employer contacted unless necessary to determine your qualifications for the position.

Posting Close Date

05/29/2025

Note to Applicant

Applicants should fully describe their qualifications and experience with specific reference to each of the minimum and preferred qualifications. Search committees will use this information to determine that applicants meet minimum qualifications as listed in the job announcement.

This posting will close at 12:00 am on the date listed above. The posting will no longer be available to apply to after 11:59 pm the day prior.

All documents, including unofficial transcripts for academic positions, must be received prior to the closing date listed on the job announcement.

Employment is contingent upon successful completion of a criminal background check upon hire.

As part of the hiring process, applicants for positions in the Nevada System of Higher Education may be required to demonstrate the ability to perform job-related tasks.

Schedules are subject to change based on organizational needs.

To apply, visit <https://nshe.wd1.myworkdayjobs.com/en-US/TMCC-External/job/TMCC---Meadowood-Center/Program-Coordinator--Motorcycle--Safety--and-Certifications--EPIC-R0147118>

Truckee Meadows Community College is a comprehensive educational institution located in Reno, Nevada and is part of the Nevada System of Higher Education. TMCCs five instructional sites and numerous community locations serves an increasingly diverse population of more than 11,000

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students each semester. TMCC, an HSI (Hispanic Serving Institution), is a progressive institution that celebrates inclusion and diversity while supporting core themes of academic excellence, student success, and access to lifelong learning.

A vital leader in the New Nevadas growing economy, TMCC is located near the beautiful Sierra Nevada Mountains in an environment rich with a thriving arts, culture, food scene, abundant outdoor activities, and a family-friendly local community. It is only a 3.5 hour drive to San Francisco, CA, a 40-minute drive to Lake Tahoe, and within easy driving distance of four national parks (Great Basin, Yosemite, Lassen, and Death Valley). For more information, please go to www.tmcc.edu or view our virtual tour at tour.tmcc.edu.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of discrimination on the basis of a persons age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Truckee Meadows Community College

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