

NOTICE OF POSITION OPENING



JOB TITLE:	PROGRAM COORDINATOR
REPORTS TO:	PROGRAM AND DEVELOPMENT DIRECTOR
JOB LOCATION:	SWC OFFICE, 140 S ARTHUR ST, SPOKANE WA 99202
POSITION TYPE:	REGULAR FULL-TIME NON-EXEMPT
RECRUITMENT TYPE:	EXTERNAL – OPEN TO THE PUBLIC
SALARY RANGE:	BAND C (\$43,000-64,000)
OPENING DATE:	MAY 2, 2022
CLOSING DATE:	FIRST ROUND INTERVIEWS BEGIN APPROXIMATELY MAY 23, 2022

APPLICATION INSTRUCTIONS:

Please submit a letter of interest, a current résumé, a completed application, and an answer to the supplemental question (listed below) to admin@spokaneworkforce.org or 140 S Arthur St, Suite 300A, Spokane, WA 99202. All documents can be found on the SWC website at www.spokaneworkforce.org. Any questions regarding this announcement should be directed to the email address provided above. Incomplete applications will not be considered.

SUPPLEMENTAL QUESTION:

Our organization operates grants from many fund sources, state, federal, and local, and works with many stakeholders across the community to coordinate the WorkSource system. What skills and abilities do you bring that demonstrate your ability and/or aptitude in working with grant funded programs and what are the top three strengths that you would bring to this position and to the team?

POSITION SUMMARY:

The Program Coordinator supports the program and fiscal teams at the SWC, which are responsible for the management of SWC-funded programs and contracts on the WorkSource Spokane Campus. A large focus of our work is Workforce Innovation and Opportunity Act (WIOA) funding and SNAP E&T funding (Basic Food, Employment, and Training). This position includes assisting the SWC Program Team, including with contracting, contract management, monitoring, fiscal processes and budgetary duties. Duties are varied in nature and require some independent judgment to determine the proper course of action within the limits of policy and procedure; however, a manager will be available to answer any technical questions and all work will be supported by a team manager. A great job for an individual who thrives in an autonomous fast-paced professional environment where the ultimate goal of the day-to-day work is ensuring a robust talent pipeline for our regional economy. Remote work may be considered for a portion of the week based on the needs of the organization.

MINIMUM QUALIFICATIONS:

Graduation from an accredited two or four-year college or university with a degree in Public Administration, Business, Education, or related field; and two years of professional work experience relating to this position. Directly relevant work experience may substitute for education on a year-by-year basis. Experience in Workforce Innovation and Opportunity Act and/or Basic Food, Employment and Training program and/or administration is beneficial. We strongly encourage people from underrepresented groups to apply.