



Job Title:	Program Coordinator	Reports to	Program & Development Director
Location:	SWC Office	Travel Required:	Local: Yes Out-of-Area: Occasional
Level/Salary Range:	Band C	Position Type:	Hourly

Job Description

Nature of the Work

This position is responsible for supporting 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). A large focus of 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. Employee has contact with both inside and outside sources to supply or obtain factual information. Duties are sedentary to light in nature and require normal attention to prevent errors. May be required to work other than a traditional work week on occasion. Frequent local travel may be required, and out-of-area travel may be occasionally required to attend in-person meetings or conferences. Hybrid virtual and in-person work environment may be available.

Supervision

General objectives are established, and the employee is required to select their own method of attainment with guidance from supervisor as various laws and policies impact the work.

Essential Job Functions

- Responsible for supporting SWC program team with work on federal, state and locally-funded programs and initiatives, with additional focus on the SNAP E&T (Basic Food, Employment and Training) program, including contract and subcontract support and oversight, assisting with contract creation and management, and assisting with ensuring compliance with applicable laws, policies and guidelines.
- Collects and reviews data, reports, and billing statements submitted by subcontractors. Notifies supervisor of areas of concern and creates an improvement plan to be presented to supervisor.
- Assists with the drafting and submission of reports for grants and funding streams under the direction of Program Team leadership
- Analyzes program data to determine if there are any inconsistencies or shortcomings. Reviews findings with supervisor to determine best course of action. May work directly with subcontractors to justify or correct the inconsistencies or shortcomings per supervisor request.
- Responds to questions and provides technical assistance to subcontractors regarding complex laws, rules and regulations under the direction of manager.
- May assist with coordinating community and/or SWC board committee meetings, including may email board members, take minutes, and advise on actions as they relate to workforce programming. May prepare and present training sessions in areas of subject matter expertise.
- Assists with monitoring of contractors to evaluate program eligibility and documentation requirements as defined by federal regulations.
- May assist with reviewing subagent grant modification requests for accuracy and determines whether the changes are allowed according to applicable guidelines.
- Performs related work as required.



Requirements of Work

- Ability to gain considerable knowledge of laws, regulation, policies and procedures governing workforce and education programs, including working knowledge of/experience with the Workforce Innovation and Opportunity Act and/or Basic Food, Employment and Training program.
- Ability to rapidly learn the policies, procedures, and activities of all grants managed by the SWC.
- Ability to communicate effectively, both orally and in writing.
- Ability to read and understand manuals, regulations, and professional publications.
- Ability to learn basic budgeting principles and practices and the ability to utilize them in developing and maintaining program budgets.
- Ability to resolve complex technical and programmatic issues.
- Ability to carry out special and general assignments without direct supervision.
- Ability to establish and maintain effective public and working relations.
- Skill in planning and organization.
- Skill in the use of personal computers and applicable computer software, including Microsoft Office Suite and Adobe Acrobat.

Physical Requirements

- Ability to see, with or without corrective lenses, well enough to read standard text displayed on a computer screen.
- Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone and communicate with groups.
- Enough manual dexterity to write and use office equipment.
- Enough physical mobility to move about the office.
- The SWC is a disability-friendly employer and will provide workplace accommodations as necessary for the above-mentioned.

Minimum Education and Experience

- 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.

The Spokane Workforce Council is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service 711.

New: January 2022

Revised: April 2022

Employee

Date

Supervisor

Date