

**Training Partnership Program Coordinator
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=256215>

Downloaded On: Apr. 26, 2025 1:02pm

Posted Apr. 25, 2025, set to expire May 7, 2025

Job Title Training Partnership Program Coordinator
Department District Workforce Development
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Apr. 25, 2025

Application Deadline 05/07/2025

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Administrative Support/Services
Communications/Public Relations
Admissions/Student Records/Registrar

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Job Description

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**Training Partnership Program Coordinator
Community Colleges of Spokane**

Location:CCS District Office Spokane

Department:District Workforce Development

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Salary Range: \$3,477 - \$4,632

Starting salary for this position is: \$3,477 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Colleges is comprised of two accredited colleges, Spokane Community College (SCC) and Spokane Falls Community College (SFCC) serving Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

Applications will be accepted until 4:00 p.m. PST on 05/07/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Training Partnership Program Coordinator

JOB SUMMARY

Under general direction of the Training Partnership Program Manager, this position will coordinate the operations of the SEIU 775 program. The program coordinator will communicate directly with program participants and outside agencies. They will monitor program activities in relation to goals and parameters, monitor and maintain budgets, and interpret and apply rules and regulations while advising stakeholders regarding content, procedures, and activities specific to SEIU 775 trainings to ensure the continued operations of the program.

This position is responsible for assisting with maintaining schedules, communication to students and partner campuses, and fulfillment of supplies for SEIU courses, along with monthly billing and invoice tracking. This position may attend various meetings, trainings and conferences as required.

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CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Assist the recruitment process and provide support to work duties of Home Care Aide Instructors in counties across Washington State. Provide support to ensure county specific language requirements are met. *
- Facilitate the scheduling of ongoing instructor and moderator meetings and training to ensure quality education and training delivery. *
- Serve as a point of contact for SEIU, Instructors, Coalition Partners, Learners, and training locations. Provide feedback and ensure compliance with program rules and regulations. *
- Support day-to-day operations of the SEIU Training Partnership Statewide Coalition and comply with all contract requirements in the Instructional Services Agreement. *
- Work with Spokane Colleges' Budget Office to track invoicing between Training Partnership, Coalition Partners, etc. and ensure it is executed in a timely manner within invoicing deadline period. *
- Compile and distribute information relative to program activities such as scheduling, fulfillment, class rosters, classroom location; confer with campus partners, instructors, students, Center for Workforce & Continuing Education (CWCE) staff, and outside agencies; serve as a resource for inquiries associated with SEIU 775 program operations; interpret statistical data reports, and other materials in the functional area. *
- Use Outlook, Word, and Excel, and Training Partnership online software.
- Coordinate arrangements for program activities such as SEIU 775 courses, trainings, meetings, conferences, travel, and banquets. Develop a schedule for SEIU 775 courses and manage changes or conflicts with instructors or classroom conflicts. *
- Schedule appointments and meetings with SEIU 775, campus partners, instructors, CWCE staff, and potential new hires. *
- Order and maintain needed Home Care Aide classroom supplies, equipment, and materials for all training locations. *
- Work with Training Partnership Program Manager to ensure all classroom schedules are met in their respective counties and that all classrooms meet the training requirement per class (skills stations, available Wi-Fi, etc.). *
- Attend SEIU Training Partnership required trainings and stay up to date on policy/program changes. *
- Maintain program records in accordance with the Partnership contract, including student attendance, roster database, and instructor evaluations. Resolve roster issues with Partnership and manage rosters for security locally. *
- Model professional decorum and mutual respect in all personal interactions with students, staff, instructors, and partners. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and

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statutes and collective bargaining agreements. *

- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Knowledge of computers and spreadsheets, database and word processing software.
- Proficient in the use of Microsoft Excel for producing reports.
- One year experience working with an adult population in a customer service function.
- Excellent communication skills both orally and in writing.
- Proficient in spelling, punctuation, sentence structure, grammar and use of Microsoft Outlook and Word.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
- Proven ability to work within deadlines.
- Strong and effective presentation skills.
- Ability to interpret and apply regulations, policies and procedures received from multiple sources.
- Ability to maintain a high level of confidentiality.

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DESIRED QUALIFICATIONS

- One or more years of full-time experience coordinating programs and developing and managing and maintaining schedules.
- Knowledge or experience with Smartsheet, and/or similar learning software.
- Knowledge of managing and maintaining budgets and invoicing.
- Knowledge of SEIU 775 operations and training.
- Knowledge of and ability to work with partner agency programs.
- Microsoft Office Specialist Certification (2016 or higher) or proof of proficiency in Microsoft Word, Excel, and Outlook (2016 or higher).
- Proficiency in Zoom software (Scheduling, meeting and host options).

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary in nature.
- Frequent use of computers and exposure to terminal screens.
- Visual focus and strain.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Frequent repetitive hand/wrist motions and finger manipulation.
- Frequent oral and auditory communication with others.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- This position is overtime eligible.
- 6-month probationary period.
- Requires local or regional travel.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all

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smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy

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related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/training-partnership-program-coordinator-spokane-washington-united-states>

Contact Information

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

Contact

Staff

Community Colleges of Spokane

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