

Program Coordinator
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=262966>

Downloaded On: Sep. 25, 2025 3:02pm

Posted Sep. 25, 2025, set to expire Oct. 3, 2025

Job Title Program Coordinator
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Sep. 25, 2025

Application Deadline 10/03/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Graphic Design/Marketing
Communications/Public Relations
Child and Social Services

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Apply By Email

Job Description

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Program Coordinator
Community Colleges of Spokane

Location:CCS Head Start Admin Services Spokane

Department:District HS/EHS/ECEAP Admin

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Cyclic position, 11.5 months

Salary Range: \$3,665 - \$4,882

Starting salary for this position is: \$3,665 (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.

Spokane Colleges Head Start/ECEAP/Early Head Start provides care and support for more than 1,600 children and their families. We offer safe and secure learning environments for children to grow and develop their skills to succeed in elementary school and beyond.

We are dedicated to working with low-income families. and involve parents and families in developing the goals of each Head Start center including centers on the Spokane Falls Community College and Spokane Community College campuses. We also serve the children of eligible students while they attend college.

Applications will be accepted until 4:00 p.m. PST on 10/03/2025. 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.

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About the Program Coordinator

JOB SUMMARY

Under general direction of the Director of Operations, this position provides coordination and support to fulfill the recruitment needs for all Head Start/Early Head Start (HS/EHS) locations. The position also supports program operations through social media content creation, event recruitment, meeting documentation, and personnel record management in ChildPlus.

DUTIES AND RESPONSIBILITIES

Hiring

- Create position requests and accompanying documents for full and part-time positions and submit them to the Position Request Online System (PROS) and utilize internal application tracking systems and ChildPlus to maintain accurate tracking tools and records.
- Review and screen part-time applications using the applicant tracking system and perform in-person interviews with part-time candidates; may serve as a committee participant for full-time interviews. Perform reference checks for both part-time and full-time hiring processes. Follow-up on interview process status with candidates. *
- Communicate employer information, hiring requirements, and benefits during the screening and interview process and support the onboarding process. In collaboration with the supervisor, gather, organize and submit appropriate hiring paperwork for new employees. *
- Partner with the HS/EHS Center Managers and Director of Operations to determine staffing needs. Act as a liaison with Center Managers, Human Resources (HR), and candidates and provide regular updates regarding hiring status. *

Program Support

- Maintain personnel records in the ChildPlus database, including new hire documentation, staff information updates, Portable Background Checks, and employee "program information report (PIR)" data. Support personnel recruitment data processing, tracking, and reporting under the general direction of the Program Specialist 3. *
- Support the Director of Operations by taking meeting minutes at Center Manager meetings and other meetings as required. *
- Work with the Director of Operations to maintain updated job descriptions. *

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Recruitment

- Create social media content for Facebook and Instagram to support recruitment and community engagement under the general direction of the Program Specialist 3. *
- Support recruitment activities and events by attending recruitment events and creating flyers for events and centers as needed. *
- Maintain inventory of recruitment materials. Work with the Office Assistant 3 to ensure materials are available for staff when requested for events, and work with the Program Specialist 3 to keep inventory stocked and supplied. *

Other

- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and 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
- Tech Savvy
- Cultivates Innovation
- Customer Focus
- Plans and Aligns
- Ensures Accountability
- Collaborates
- Communicates Effectively
- Instills Trust
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

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MINIMUM QUALIFICATIONS

- Able to support outreach and recruitment efforts, including participation in community events.
- Proficiency in social media (Facebook, Instagram) content creation.
- Able to manage time and multiple tasks efficiently and effectively.
- Work as a member of a team.
- Possess tactful and diplomatic interpersonal relationship skills.
- Able to write and speak effectively.
- Able to understand and complete work assignments and meet program deadlines.
- Able to complete required reports accurately (timesheets, tracking tools, hiring documents).
- Able to maintain professional and ethical boundaries with staff and hiring candidates.
- Maintain agency confidentiality regarding program and candidate information.

DESIRED QUALIFICATIONS

- Experience maintaining accurate personnel or program records in systems such as ChildPlus or similar databases.
- Experience creating and managing social media content.
- Experience providing administrative support, including meeting documentation/minutes.
- Experience supporting community outreach or participating in recruitment events.
- Experience in recruitment and hiring processes.
- Knowledge of Head Start/Early Head Start services and staffing requirements
- Knowledge of Department of Children, Youth, and Families staffing requirements.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with constant interruptions.
- Work is sedentary.
- Frequent use of computers.
- Visual focus and strain.
- Move up to 25 lbs. frequently and up to 50 lbs. occasionally. Team lifts are encouraged and to be used at the employee's discretion.
- Frequent oral and auditory communication with others.

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CONDITIONS OF EMPLOYMENT

- Cyclic schedule 11.5 month, 40-hours a week.
- Position is eligible for overtime.
- 6-month probationary period.
- Post-Offer medical exam which includes tuberculin screening and submission of documentation indicating Measles, Mumps & Rubella (MMR) vaccination or immunity.
- Pre-Employment Post offer Criminal history/child abuse information check including Washington State Department of Children, Youth and Families Portable Background Check prior to employment.
- May require local or regional travel.
- Criminal background check is required.
- This position is covered under a collective bargaining agreement. Membership is optional.

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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 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.

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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 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/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

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