

Corporate & Continuing Education Program Manager Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=251217>

Downloaded On: Jan. 9, 2025 11:39pm

Posted Jan. 8, 2025, set to expire Jan. 23, 2025

Job Title	Corporate & Continuing Education Program Manager
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Jan. 8, 2025
Application Deadline	01/23/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other Administration - Undergraduate Education
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Job Description	

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Corporate & Continuing Education Program Manager

Community Colleges of Spokane

Location: Magnuson Spokane

Department: District Workforce Development

Salary Range: \$71,375 - \$80,683



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Starting salary for this position is: \$71,375 (Annual)

The salary range represents the earning potential for this position, through training, evaluations and years spent working in this position with Spokane Colleges.

This is a project-based position with an anticipated end date of August 31, 2025, aligned with the conclusion of the project grant funding. However, there is the potential to extend the position through the application for the Track 2 Implementation grant, which, if awarded, could lead to a longer contract.

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 01/22/2025. 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 Corporate & Continuing Education Program Manager

JOB SUMMARY

Reporting to the Corporate & Continuing Education (CCE) Executive Director, the CCE Program Manager (PM) will initiate, develop and implement activities related to a project grant funded by ENERGYWERX. The PM will provide leadership and oversight on project activities related to Clean Energy, Decarbonization, and other workforce related trainings during the planning grant period. Additionally, the PM will work on developing an Industrial Assessment Training Center (IATC) in Eastern Washington. The PM will oversee the program and activities to ensure milestones are met by

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the end of the project planning period.

The PM will manage all aspects of the project including program outcome tracking, marketing, events/conferences, student engagement and enrollment, program knowledge, etc. The PM will ensure proper reporting to ENERGYWERX and ensure the project stays on time and within identified parameters by consistently evaluating effectiveness.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Develop, implement, and manage an effective communications plan to successfully engage/inform key stakeholders including business and community partners, college faculty, and administrators. *
- Serve as primary Project Manager in applying for Track 2 grant with ENERGYWERX and the Department of Energy. *
- Implement short and long-range plans to meet program needs. Plan milestones and outcomes, and work to ensure successful project completion. *
- Utilize a variety of online software (including Office 365) to accurately monitor and track program progress. Submit required reports on time to maintain funding eligibility. *
- Track project progress, and report on status of costs, schedule, and performance. *
- Provide sound decision-making, delegation, quality control, and adjustment of plans/resources as needed, and in alignment for project goals. *
- Work with Spokane Colleges Marketing, Corporate Training & Communications Commerce Specialist, and key stakeholders on marketing plans, strategies, and implementation. *
- Plan and execute meetings, events, and conferences to promote the program. Attend meetings/working groups with industry organizations to engage community support for the program. *
- Conduct research and engage faculty in developing curriculum for new classes and trainings in response to industry demand, corporate clients, and community need. Champion online technology to increase efficiencies where applicable. *
- Manage program budgets; prepare monthly budget report for the Executive Director, or as requested. *
- Evaluate processes, staff roles/responsibilities, identify problems and develop process improvement strategies to enhance program delivery and efficiency. *
- Utilize project management techniques and change initiative principles to ensure successful implementation of the project contract. *
- Create documentation and procedural manuals. *
- Model professional decorum and mutual respect in all personal interactions. *
- 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 the Spokane Colleges strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Persuades
- Courage
- Instills Trust
- Self-Development
- Nimble Learning

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, Vocational/Technical Education, Energy-related fields or closely related field from an accredited institution. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Two years or more of program budget management experience.
- Grant or contract implementation experience.
- Experience using Microsoft Office products, including Word, Outlook, Excel, OneDrive.
- Ability to maintain confidentiality.
- Ability to multi-task and meet numerous project deadlines.
- Attention to detail regarding student records, reporting data, data input.
- Ability to re-prioritize work based on workload and varied needs of Spokane Colleges students, faculty, staff and administration.

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- Excellent oral and written communication skills.
- Ability to work with diverse populations.

DESIRED QUALIFICATIONS

- Master's degree in Business Administration, Public Administration, Vocational/Technical Education, or closely related field from an accredited institution.
- Awareness of Family Educational Rights and Privacy Act (FERPA) regulations, and knowledge of processing admissions, registration, and transcripts.
- Experience working in the clean energy field, utilities, manufacturing, etc.
- Two years of experience in program development and/or corporate outreach.

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature-controlled office environment.
- Work is sedentary.
- Frequent use of computers.
- 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.
- When traveling to sites, may need to lift up to 25 lbs. and occasional kneeling, stooping, and crouching.

CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- This position is overtime eligible.
- Requires local or regional travel.
- Criminal background check required.

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

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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

This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[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.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

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/corporate-continuing-education-program-manager-spokane-washington-united-states-693997e5-fe9f-4295-acbe-1adcc52d7f7a>

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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