

Training Partnership Program Specialist Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=256280>

Downloaded On: Apr. 28, 2025 2:05pm

Posted Apr. 28, 2025, set to expire May 7, 2025

Job Title Training Partnership Program Specialist
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Apr. 28, 2025

Application Deadline 05/07/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Human Resources
Administration - Other

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Job Description

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Training Partnership Program Specialist

Community Colleges of Spokane

Location:South Seattle, WA

Department:District Workforce Development

Salary Range: \$3,643 - \$4,865

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Hybrid Work Arrangement

Starting salary for this position is: \$3,643 (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 05/09/2025. 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 Specialist

JOB SUMMARY

Under general supervision of the Training Partnership Program Manager, this position will organize the operations of the SEIU 775 program. The position is responsible for overseeing day-to-day program operations and assisting in development of policies and budgets.

This position is a program representative and resource and has extensive contact with program participants and outside entities in relation to SEIU 775 trainings to ensure continued operations of the program. This position may require working occasional nights and weekends.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

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- Coordinate the recruitment of instructors and moderators, onboarding process and coordinate support to work duties of Home Care Aide Instructors in counties across Washington State. Provide support to ensure county specific language requirements are met. *
- Develop the schedule for ongoing instructor and moderator meetings and training to ensure quality education and training delivery. *
- Manage relationships with Coalition Partners and training locations, including communicating scheduling. Serve as a point of contact with SEIU, instructors and learners. Provide feedback and ensure compliance with program rules and regulations. *
- Provide overall support for programs/classes, e.g., build classes on back-end systems and manage instructor contracts. *
- Troubleshoot instructor and corporate client concerns/issues and refer concerns/issues to the Training Partnership Manager or Director of Operations as appropriate. *
- Manage the moderator program to ensure classrooms have appropriate technical assistance and support. *
- Manage travel for instructors and the program, including booking hotels, submitting documents, and managing the internal travel approval and reconciliation processes. *
- Work with Spokane Colleges' Budget Office to manage invoicing between Training Partnership, Coalition Partners, etc. and ensure it is executed in a timely manner within invoicing deadline period. *
- Assist Program Manager with the development and submission of the monthly class schedule. Monitor and manage the instructor and moderator hours, FTE, and oversee the Quality Assurance program. *
- Manage student issues that have been elevated by the program coordinator. *
- Assist with CCE department budgets and audits, including purchase requisitions and purchase card. *
- Manage reporting issues with SEIU 775 including schedule changes, location/instructor changes, and incident reports. *
- Manage day of class issues including instructor questions, partner/location issues, class cancellations/student communications, and student issues. *
- Assist the efforts of the Program Coordinator, providing assistance and guidance as necessary.
- 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 statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *

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**Indicates this is an essential duty.*

COMPETENCIES

- Manages Complexity
- Decision Quality
- Action Oriented
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Collaborates
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Associate degree 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 of experience working with an adult population in a customer service function.
- Experience using Microsoft Office Suite products, including Word, PowerPoint, Excel, etc.
- Ability to maintain confidentiality.
- Knowledge or experience with budgeting.
- Awareness of FERPA regulations and knowledge of building schedules and managing contracts.
- Ability to multitask 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.
- Excellent communication skills both orally and in writing.
- Ability to work with diverse populations.

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DESIRED QUALIFICATIONS

- Bachelor's degree from an accredited institution
- Experience with managing academic programs, or federal/state regulated health & medical programs.
- Two years of experience providing assistance for educational offerings.
- Experience with a Learning Management System such as Smartsheet, Canvas, Blackboard, etc.
- Experience developing and managing Quality Assurance programs for educational staff.
- Experience managing travel, including booking accommodations and managing travel approvals and reimbursement.
- Two years of experience in customer service and managing a high-functioning program.

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.
- When traveling to sites, may need to lift up to 25 lbs. and occasional kneeling, stooping, crouching, crawling, and climbing.

CONDITIONS OF EMPLOYMENT

- Full-time schedule (12 months, 40 hours a week).
- Schedule may require working occasional nights and weekends.
- This position is overtime eligible.
- 6-month probationary period.
- Requires local or regional travel to Spokane, WA.
- 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.

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.

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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/training-partnership-program-specialist-spokane-washington-united-states-pullman-colville-republic-inchelium-newport>

Contact Information

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

Contact

Staff

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