

Director of Workforce Training and Continuing Education
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=258107>

Downloaded On: Jun. 12, 2025 6:20pm

Posted Jun. 10, 2025, set to expire Jun. 30, 2025

Job Title	Director of Workforce Training and Continuing Education
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Jun. 10, 2025
Application Deadline	06/30/2025
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Administration - Other
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Job Description

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Location:Magnuson Spokane

Department:District Workforce Development

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Salary Range: \$111,127 - \$125,402

Starting salary for this position is: \$111,127 (Annually)

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

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 6/30/2025. 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 Director Workforce Training and Continuing Education

Reporting to Spokane Colleges Vice President of Workforce, the Director of Workforce Training & Continuing Education will lead and manage short term workforce training programs, continuing education and corporate training for the advancement of Spokane Colleges Strategic Plan. This position will work closely to continue to expand partnerships to ensure business, industry, and the community have access to responsive skill building programs..

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Build, maintain, and promote responsive partnerships that include collaboration with workforce education and community-based organizations. *
- Participate in setting revenue goals, growing revenue and meeting (and exceeding) revenue goals to support Workforce Training programs and services. Generate sales leads through referrals, networking, and other marketing strategies. Convert leads into sales and repeat clients. *
- Establish and meet Workforce Training planned growth goals such as: increase customized and

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off-the-shelf-sales and net profitability; develop courses/program to meet needs of business, industry, and the community; align program needs with area workforce and community priorities, always keeping career pathways for individuals in mind. *

- Integrate employer demand and workforce resources to develop and align short-term training programs and industry-recognized credentials. *
- Serve existing customer base and develop new accounts by developing market penetration plans for business/industry which include an array of delivery designs to serve rural and out-of-area students/clients. *
- Coordinate activities with campus-level leadership, administrators, deans, faculty, and staff in the development and implementation of programming. *
- Work strategically and collaboratively with governmental agencies, non-profits, foundations, and community-based organizations to establish partnerships, leverage resources, and apply for funding. *
- Oversee, motivate, evaluate and support the Workforce Training and Continuing Education team, establish goals, accountability measures, encourage creativity, innovation and measured risks when appropriate. *
- Monitor financial controls, develop annual budget and maintain sound financial positioning through revenue generation in collaboration with the VP of Workforce Development, business office officials, grant teams and the Colleges workforce funding teams (i.e., Worker Retraining, Workforce). *
- Market, negotiate, and administer training contracts for credit, non-credit, and other Workforce Training services with the community, business, and industry. *
- Align and communicate Workforce Training program development with faculty, deans, directors, and coordinators. *
- Supervise (recruit, select, train, schedule, evaluate, discipline, and respond to grievances) exempt supervisors, classified staff, Workforce Training adjuncts, instructors and part-time hourly employees. *
- 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 the Workforce Training and Continuing Education plan and Spokane Colleges' strategic plan, and perform related duties as required. *

**Indicates this is an essential duty.*

COMPETENCIES

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- Decision Quality
- Action Oriented
- Resourcefulness
- Directs Work
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Builds Effective Teams
- Persuades
- Drives Vision & Purpose
- Instills Trust
- Nimble Learning

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Communications, Human Resources, Marketing, Public Administration, Career Technical Education, Economic Development, Workforce Development 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.
- Five years business/industry experience.
 - Three of which involved direct supervisory responsibilities and project leadership
- Ability to analyze, evaluate, and synthesize large amounts of data and coordinate quick, quality responses toward clearly articulated goals in meeting rapidly changing needs.
- Ability to work in team-focused manner across complex, multi-dimensional institutions and with partner organizations.
- Familiarity with existing and emerging business/industry, workforce, and economic development strategies.
- Demonstrated commitment to continuous improvement processes using appropriate methods to identify opportunities, implement solutions, and measure impact.
- Demonstrated understanding of marketing/sales techniques and business development practices and their applications in a variety of environments, businesses, communities, and cultures.
- Demonstrated achievements in strategic and consultative selling, accounts development, and relationship management.
- Excellent interpersonal, written, and oral communication skills.

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- Skilled in various forms of technology and social media platforms to ensure the ability to network in the community effectively with a wide variety of private/public sector partners and stakeholders.
- Skilled facilitator who can encourage leadership and followership by motivating, energizing, persuading, influencing, and connecting the right people, partnerships, and resources to accomplish goals.

DESIRED QUALIFICATIONS

- Master's degree in Business Administration, Communications, Human Resources, Marketing, Public Administration, Career/Technical Education, Economic Development, Workforce Development or closely related field from an accredited institution.
- Experience in one or more of the following: economic development, workforce development, continuing education, and/or corporate training.
- Experience supervising and motivating a sales and/or customer service team.

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

- This is a 12-month contract position, with the possibility of renewal.
- Position is exempt from Fair Labor Standards Act (FLSA)
- Criminal background check is required.
- Requires local or regional travel.

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

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/director-of-workforce-training-and-continuing-education-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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