

**Career Education & Partnerships Specialist
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=259237>

Downloaded On: Jul. 7, 2025 11:38pm

Posted Jul. 7, 2025, set to expire Jul. 18, 2025

Job Title Career Education & Partnerships Specialist
Department SFCC Career & Workforce Dev
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Jul. 7, 2025

Application Deadline 07/18/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other
Education

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Apply By Email

Job Description

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Career Education & Partnerships Specialist

Community Colleges of Spokane

Location:Spokane Falls Main Campus Spokane

Department:SFCC Career & Workforce Dev

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

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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 Falls Community College, part of Spokane Colleges, serves 6,000 students with liberal arts/transfer and professional technical programs across a 12,302 square mile region in Eastern Washington.

Applications will be accepted until 4:00 p.m. PST on 7/18/2025. 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 Career Education & Partnerships Specialist

JOB SUMMARY

Under the general supervision of the Manager of Career Education & Workforce Development, this position coordinates career education programming, supports professional-technical program outreach, and strengthens employer, faculty, and student partnerships. The Specialist also assists students with Academic Credit for Prior Learning processes and supports the day-to-day operations of the Career Education Office. The Specialist serves as a program representative for Professional-Technical programs by providing outreach to K-12 and industry partners and communicates with prospective and current students on behalf of professional-technical programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Career Education

- Schedule, promote, and provide workshops and activities regarding career development, such as: job application best practices, resume writing, cover letter writing, career exploration strategies, interviewing, job searching, and networking. *

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- Make presentations in appropriate courses and campus events about the services provided by the Career Education and Workforce Development Center. *
- Help students navigate the Academic Credit for Prior Learning process and forms. Connect students with the appropriate faculty. *
- Track and maintain data to support continuous improvement and strategic planning. This includes collecting attendance and engagement metrics for career-related events, documenting employer and faculty partnerships, and generating regular reports that help evaluate program impact, relevance, and alignment with student and workforce needs. *
- Oversee daily operations of the Career and Workforce Development Center and delegate tasks to student employees. *
- Maintain program literature (brochures, pamphlets), quarterly newsletter, website and other mediums, as necessary, including marketing and recruitment materials. *
- Provide appropriate referrals to internal and/or external resources that can serve specific student or faculty member needs. *
- Responsible for maintaining positive relationships with employers cultivated by faculty and leadership to maximize meaningful employment opportunities for students and alumni. *
- Assist with planning and promotion of delegated special events. *
- Point of contact for students and faculty about service learning and internship opportunities both on campus and within the local industry. *
- May assist with grant related projects.

Professional-Technical Program Outreach

- Collaborate with the Outreach Department to support the design and implementation of recruitment and retention strategies for professional-technical programs, including communications to prospective and current students. Contribute to messaging content and campaign planning ensuring alignment with Spokane Colleges' program offerings and regional workforce needs. * [\[WM1\]](#) [\[PC2\]](#)
- Deliver presentations on and off campus that introduce prospective students-especially those from underserved or under-informed backgrounds-to the full spectrum of post-secondary options available through SFCC, with an emphasis on Professional-Technical (Prof-Tech) programs that lead directly to employment. Provide clear, accessible information about program content, prerequisites, admissions steps, and support services, helping students understand how community college pathways can offer practical, high-value alternatives to traditional four-year or military routes. *
- Represent SFCC professional-technical post-secondary opportunities by partnering with Alternative Education, Special Programs, and WorkSource. *

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- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policy, procedures and directives, state and federal regulations, orders and 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
- Instills Trust
- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Demonstrated commitment to equity, diversity, inclusion, and belonging in education and workforce development.
- Exceptional customer service skills.
- Knowledge of career services.
- Experience or knowledge of employment skills including applications, resumes, interviewing and job search methods and techniques.
- Experience working with local employers.
- Ability to work cooperatively and establish positive working relationships with other departments, students, and members of the community.

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- Ability to use spreadsheets, database, and word processing software, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent verbal, written, online and interpersonal communication skills.
- Strong and effective presentation skills.
- Ability to work with frequent interruptions and handle problems in a professional manner.
- Ability to work independently and accurately while adhering to multiple deadlines.
- Ability to maintain confidentiality while working with students and alumni.

DESIRED QUALIFICATIONS

- Associate degree or higher from an accredited institution.
- Two or more years of experience in career services, advising or related field.
- Experience promoting and marketing programs.
- Experience in an education setting.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is sedentary.
- May require movement of supplies over long distances for outreach events and on campus events.
- Frequent use of computers.
- Visual focus and strain.
- Work directly with students/clients.
- 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).
- 6-month probationary period.
- This position is overtime eligible.
- Ability to travel locally.
- 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/career-education-partnerships-specialist-spokane-washington-united-states-35e7e4f2-c8b7-4a63-b989-6a12732d12c5>

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Contact Information

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

Contact

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