

Education Training Specialist
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263191>

Downloaded On: Sep. 30, 2025 9:44pm

Posted Sep. 30, 2025, set to expire Oct. 31, 2025

Job Title Education Training Specialist
Department District Workforce Development
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Sep. 30, 2025

Application Deadline 10/31/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Education
Administration - Other
Administration - Counseling Services

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Job Description

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Location:CCS District Office Spokane

Department:District Workforce Development

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Salary Range: \$3,752 - \$5,011

Starting salary for this position is: \$3,752 (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 10/17/2025. 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 Education Training Specialist

JOB SUMMARY

Reporting to the Grant Director, this position connects program participants to education and training activities that will lead to sustainable employment focused in the manufacturing sector. This position will interact with community agencies and employers to ensure participants understand the knowledge, skills, and abilities necessary for their career choices.

This is a project position that is grant funded through January 31, 2029.

DUTIES AND RESPONSIBILITIES

- Provide educational information and opportunities to Strengthening Community Colleges Round

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- 5 (SCC5) Grant participants, manufacturing, and workforce training students. *
- Provide formal learning opportunities, which includes but is not limited to: *
 - Develop a customized adult learning plan for each participant.
 - Determine each participant's career and job readiness suitability and the type of training needed.
 - Conduct intake and assessments to determine participant's referral to programs.
 - Participate in information sessions and recruiting activities for the SCC5 Grant Project
- Assist enroll participants in Spokane Colleges or occupational training/education. *
- Facilitate group work in workshop and small group formats. *
- Provide career coach and case management services, including: *
 - Assist with individual assessments as defined by grant team.
 - Connect participants with partners to help identify and address learning barriers.
 - Collaborate with partners to bring career coaching services to the community and partner organizations.
 - Provide advocacy for participants.
 - Provide exit assessments for the purpose of referral to appropriate agencies or departments.
 - Administer participant support services system.
 - Conduct WorkKeys, JOFI, and other assessments to prepare participants credentials and national certification exams.
 - Document and maintain individual participant and grant files.
 - Re-engage clients who may be approaching noncompliance status.
 - Maintain participant reporting/reconciliation.
 - Monitor overall participant performance in education and training programs.
 - Monitor/coordinate follow-up with education and training retention participants on at least a monthly basis.
 - Coordinate and monitor participant attendance with instructors and data entry staff.
 - Attend meetings as required.
- Coordinate the retrieval of information from the system for faculty, staff and students. *
- Coordinate activities with external educational training specialists/coaches at grant partner organizations. *
- Administer system designed to track grant participants who have been referred from other agencies *
 - Process new referrals.
 - Provide monitoring/follow-up of participants by obtaining employment verifications and attendance reports.
 - Maintain student attendance logs.

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- Prepare client case records at case opening and closing.
- 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

- 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

- Bachelor's degree or higher. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- Computer skills using common office software, and internet.
- Proven communication and organizational skills that contribute to a quality work environment as part of a team.
- Ability to work cooperatively and harmoniously with program and college staff, students, and community.
- Demonstrated ability in working in a cross-functional team and a collaborative learning centered environment.

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- Ability to organize work, handle multiple tasks, and meet timelines in a multi-project environment.
- Must be self motivated with the ability to work independently with minimal supervision.
- Proven initiative and ability to follow through on multiple projects in a timely manner.
- Ability to be innovative and creative.
- Excellent organizational and problem-solving abilities, and good reasoning skills.

DESIRED QUALIFICATIONS

- Degree in counseling or social work, and or licensed as an LLP, LPC or MSW.
- Work experience as a career coach or advisor serving adults with diverse backgrounds and barriers.
- Experience in the manufacturing, social services, or workforce development sector.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.
- Work is often sedentary.
- Work requires long periods of standing and walking.
- Work directly with students/clients.

CONDITIONS OF EMPLOYMENT

- Project position.
- Full-time schedule (12 months, 40 hours a week).
- This position is overtime eligible.
- 6-month probationary period.
- Criminal background check is required.
- Candidates must have a valid driver's license and be able to provide their own transportation to meetings in the State of Washington and Idaho.
- This position is covered under a collective bargaining agreement. Membership is optional.

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

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.

Equal Opportunity Institution

Spokane Colleges provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, citizenship or immigration status, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, veteran or military status, or use of a trained guide dog or service

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animal. This policy is in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Frederick Davis, MA

Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040/ ccs.titleix@ccs.spokane.edu.

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/education-training-specialist-spokane-washington-united-states>

Contact Information

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

Contact

District Workforce Development

Community Colleges of Spokane

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