

Job Developer
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=263617>

Downloaded On: Oct. 8, 2025 6:13pm

Posted Oct. 8, 2025, set to expire Nov. 8, 2025

Job Title Job Developer
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Oct. 8, 2025

Application Deadline 11/08/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Job Developer

Community Colleges of Spokane

Location:CCS District Office Spokane

Department:District Workforce Development

Salary Range: \$4,882 - \$6,576

Starting salary for this position is: \$4,882 (Monthly)

Employees hired at the entry step of this range receive salary step advancement after six

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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 10/30/2025. 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 Job Developer

JOB SUMMARY

Reporting to the Grant Director, the Job Developer is responsible for promoting SCC5 program participants to the employer community and liaising with employers to obtain job leads and to identify jobs. This includes working closely with the educational training specialist and program manager to ensure positions reflect participants' needs, abilities, and employment goals. As well, the Job Developer will support and monitor clients in the initial stages of employment and maintain relations with employers. The Job Developer is expected to keep up with changes in the field, have current knowledge of the eastern Washington job market and, together with their colleagues, develop and maintain innovative career programming that achieves the highest standards in employment practices.

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

DUTIES AND RESPONSIBILITIES

- Initiate, develop and maintain ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies for the purpose of finding people gainful employment and advancement opportunities. *

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- Coordinate and conduct marketing and outreach activities to community agencies, organizations and employers. *
- Make "cold" calls to potential employers to explain the benefits and employment support services provided by programs(s) to employers, including addressing employer's employment skill needs. *
- Assist participants in assessing their job skills for positions. Train participants in job seeking, application procedures, resume writing, interview preparation and job retention skills and attitudes. *
- Locate jobs for participants who have successfully completed educational programs. Research job leads using the internet, newspapers, agencies and other resources, *
- Collect data from employers related to job orders, including job requirements and skills. Match job skills with applicant qualifications to refer qualified applicants to employers and conduct necessary follow-up when applicants are placed in positions. *
- Ensure monitoring and documentation of each participant's progress by developing and maintaining tracking and progress reports in a professional and timely manner as it pertains to the participant's employment and the individual's goals. *
- Remain current on eastern Washington labor market trends and most effective job search strategies and techniques. *
- Maintain and update employer database and participant tracking system. *
- Provide training and student employment performance feedback to educational training specialists, faculty, staff and program participants.
- 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

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- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's degree required. Or an equivalent mix of education and experience that demonstrates the candidate meets all competency requirements for this position.
- One or more years of experience in one of the following areas: Manufacturing, Automation, Business, Education, and/or Workforce Development.
- Sales, marketing, employment counseling or job development experience.
- Knowledge of and/or experience navigating workforce development and social service systems.
- Knowledge of the demand-driven approach to employment services, job development strategies and labor market trends in a range of occupational fields (professional, skilled, and industrial).
- Ability to outreach, network, and market participants and programs.
- Ability to motivate participants toward full-time employment.
- Ability to motivate placed participants toward the retention of employment.
- Ability to assess participant's skill sets and motivation.
- Proficient in using Microsoft Office products (Excel, Word, PowerPoint); and database systems.
- Strong interpersonal and communication skills. The ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to communicate effectively, both orally and in writing.
- Excellent problem-solving and organizational skills.
- Demonstrated ability to maintain positive interpersonal relationships and to effectively work as a member of a team.

DESIRED QUALIFICATIONS

- National Career Readiness Certificate (NCRC) at a silver level or higher.

PHYSICAL REQUIREMENTS

- Work is performed in an office environment with frequent interruptions and background noise.

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- Work is active.
- Work occasionally requires long periods of standing and walking to tour manufacturing sites.
- Work directly with students/clients.

CONDITIONS OF EMPLOYMENT

- Project position.
- Full-time schedule (12 months, 40 hours a week).
- This position is overtime eligible.
- This is an in person, on campus position.
- 6-month probationary period.
- Criminal background check is required.
- Possess a valid driver's license and have the ability to drive or travel to employer locations and local community partner locations is required.
- May be required to work alternate shifts.
- 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 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

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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 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

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[/ ccs.titleix@ccs.spokane.edu](mailto:ccs.titleix@ccs.spokane.edu).

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/job-developer-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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