



Spokane Area Workforce Development Council

Job Title:	Community Project Specialist	Reports to	Chief Operations Officer
Location:	SAWDC Office	Travel Required:	Local: Frequent Out-of-Area: Limited
Level/Salary Range:	Band B	Position Type:	Regular Full-Time Non-Exempt

Job Description

Nature of the Work

Performs responsible work assisting the agency in the administration of grants and community workforce development activities. Work is flexible and innovative in nature, and the individual must be willing to create, research new methods and prototype projects. Individual will: assist with established programs and grant writing under the functional supervision of the SAWDC's Program and Development Director (approximately 50% of work); assist [WorkSource service locations](#) with general coordination among the sites, including coordinating and/or developing and delivering staff training under the functional supervision of WorkSource's One-Stop Operator (25% of work); and create and/or implement new community-based projects under the supervision of the SAWDC's Chief Operations Officer (25% of work). This position will report to the COO, but will work functionally and collaboratively as a member of two other teams. Work is varied in nature and requires ability to quickly learn federal and state laws and regulations relating to the Workforce Innovation and Opportunity Act (WIOA). Employee has frequent contact with outside sources to obtain or supply factual information, with final actionable accountability residing with direct supervisor. Duties are mostly sedentary in nature, performed under normal working conditions, and frequently require sustained periods of concentrated attention. May be required to work other than a traditional work week on occasion. Frequent local travel is required, and often meetings will be scheduled back-to-back and subject to change, requiring use of a personal vehicle. Out-of-area travel is occasionally required to attend in-person meetings, which will require both use of personal car and occasionally travel by airplane.

Supervision

Described above. General objectives are established and the employee is required to select their own method or procedure with questionable cases referred to management. Employee will have one direct supervisor, and will have two functional supervisors depending on the project/work being addressed. Must be able to work independently on a project and hold self to highest possible standards.

Essential Job Functions

- Coordinates a wide variety of efforts across many sites and with many individuals to ensure job seekers and businesses have the best possible experience with the [Spokane WorkSource System](#), which includes approximately 20 service locations.
- Assists in problem solving, communication and relationship building across all Spokane WorkSource System sites.
- Assists in the administrative activities of the SAWDC federal Workforce Innovation and Opportunity Act programs and other project grants, including the development of contracts, budget forms and subcontracts to ensure compliance with required protocols.
- Regularly visits WorkSource service locations to look for potential ways to broadly coordinate efforts, messaging, and abilities of WorkSource System staff and increase capacity to deliver high quality program offerings.



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- Creates and/or implements creative workforce offerings in the community designed to connect job seekers with the WorkSource System, and/or better prepare them for employment.
- Designs and coordinates community trainings and community conversations relating to workforce development. Will include on-line offerings, such as webinars, as well as in-person events.
- Analyzes program data to determine if there are any inconsistencies or shortcomings and reports findings to management for action. May assist management in contacting respective contractor to collect additional information or assist with correcting inconsistencies or shortcomings.
- Reviews contractor grant modification requests and budgets for accuracy and determines allowability and compliance and makes recommendations to management. Contacts respective contractors for corrections of inconsistencies and may request to management for budget line overage exceptions as appropriate.
- Assists management with contractor monitoring, including scheduling, on-site file and process reviews, creations of tracking documents, crafting portions of the final report, and assisting with corrective action process.
- Assists with managing leased facilities, and associated contracts (alarm, janitorial, etc.) in cooperation with the COO and Program and Development Director.
- Assists with providing technical assistance to WorkSource service locations, quarterly meetings, and managing the WorkSource certification process.
- Assists with collaborating with business leaders, government officials, educators and trainers to develop and implement a wide variety of workforce projects and initiatives.
- Assist management with budget development, fiscal activities and other administrative activities.
- Performs related work as required.

Requirements of Work

- Interest in promoting workforce development services and advocating for the Spokane WorkSource System.
- Skilled in group facilitation and public speaking.
- Ability to quickly learn applicable federal, state, and local regulations and guidelines.
- Skill in operation of personal computers, including database, spreadsheet, and word processing programs.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.



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Physical Requirements

- Ability to see, with or without corrective lenses, well enough to read computer screens and printed reports.
- Ability to hear, with or without a hearing aid, and speak well enough to converse on the telephone.
- Enough manual dexterity to write and use a computer keyboard.
- Enough body mobility to move about the office.
- Ability to drive personal automobile, obtain or maintain driver's license, and access to automobile.

Minimum Education and Experience

Graduation from an accredited four-year college or university with a degree in Public Administration, Business Administration, or a related field. Direct related professional experience can be substituted year-for-year for the educational requirement.

The Spokane Area Workforce Development Council is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service (TTY) 1-800-833-6388 or 711.

New: July 2017

Employee

Date

Supervisor

Date