

NOTICE OF POSITION OPENING



Spokane Area
Workforce Development Council

JOB TITLE:	COMMUNITY PROJECT SPECIALIST
REPORTS TO:	CHIEF OPERATIONS OFFICER
JOB LOCATION:	SAWDC OFFICE, 2000 N GREENE ST, SPOKANE, WA 99217
POSITION TYPE:	REGULAR FULL-TIME NON-EXEMPT
RECRUITMENT TYPE:	EXTERNAL – OPEN TO THE PUBLIC
SALARY RANGE:	\$40,000-\$64,000
OPENING DATE:	JULY 14, 2017
CLOSING DATE:	OPEN UNTIL FILLED - FIRST ROUND INTERVIEWS WEEK OF AUGUST 8TH

APPLICATION INSTRUCTIONS:

Please submit a letter of interest, a current résumé, a completed application, and a response to the Supplemental Question to admin@wdcspokane.com. All documents can be found on the SAWDC website at www.wdcspokane.com. This position will be open until filled, with initial screenings beginning on August 8, 2017. Any questions regarding this announcement should be directed to the email address provided above. Responses will be provided within two business days.

SUPPLEMENTAL QUESTION:

In no more than one page, describe how you would engage an organization you do not have an existing relationship with to work on a new project to expand workforce services to underserved populations or communities within Spokane County. What ideas would you bring to the table, what other partners might involved, and what would you want the other organizations to contribute?

POSITION SUMMARY:

The Community Project Specialist is responsible for assisting with the coordination and development of innovative workforce services throughout Spokane County. Work includes assisting with project-based work, coordinating WorkSource service locations, developing and managing training for WorkSource system staff, and implementing new and innovative workforce development offerings. Much of the work will be project-based, which will be great for someone who likes a dynamic working environment. A great job for an individual who thrives in an autonomous fast-paced professional environment where the ultimate goal of the day-to-day work is ensuring a robust talent pipeline for our regional economy.

MINIMUM QUALIFICATIONS:

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 711. Please contact our office at (509) 533-8475 if you need any assistance accessing the required documents.