



workforce  
SOUTHWEST WASHINGTON

## Program Coordinator Job Posting

Workforce Southwest Washington (WSW) considers diversity, equity, and inclusion to be one of our core values. We are committed to providing and promoting a diverse and inclusive environment for all, giving each person the opportunity to succeed professionally. By doing so, we thrive as a company through diversity and the unique qualities and life experiences our employees bring to the workplace. WSW considers equal opportunity and non-discrimination to be fundamental to the mission and objectives of the organization. All staff hired at WSW are encouraged to embrace, continually support, and enhance social equity within our organization and in our community.

### **POSITION OVERVIEW**

The position of Program Specialist is focused on supporting the development, coordination, maintenance, and evaluation of talent development initiatives in SW Washington. This position will also perform specialized administrative work involving planning, research, development, implementation, and evaluation of specific workforce programs through contracts, subcontracts, and grants. The workforce development programs that WSW develops and oversees are aimed to enrich people's lives, leading to sustainable living wage jobs, while enhancing the economic vitality of Clark, Cowlitz, and Wahkiakum counties. This position will work to advance this mission and vision. This position reports to the Senior Program Manager.

The Program Specialist should embody continuous improvement and keen intuition for identifying avenues for improvement for all aspects of WSW's mission and work. The Program Specialist should show personal initiative and strong teamwork with internal and community partners to achieve these goals.

### **ESSENTIAL FUNCTIONS**

1. Develop, produce, and promote the utilization of a comprehensive program plan for oversight of subcontractors.
2. Assist the Program Team by providing oversight and technical assistance to assigned projects and contracts.
3. Research and compile information on needs, services, service delivery and priorities; develop program plans and implementation procedures; coordinate the implementation of program plans through other agencies, both public and private.

4. Conduct compliance review of financial statements, annual budgets and financial reports required by oversight and regulatory agencies. explore and identify program revenue opportunities. Review and inspect invoices, budgets, and other documents for accuracy.
5. Administer contracts with outside agencies; interpret and clarify guidelines and performance standards.
6. Oversee, in conjunction with other WSW Staff, the billing and management of WSW's Basic Food, Employment and Training (BFET) programming in SW Washington.
7. Provide technical assistance and implementation advice in program areas to related subcontractors, advisory councils, commissions, and agencies, both private and public.
8. Work in close collaboration with the WSW team under the leadership of the Director of Programs to develop and implement strategies that align with the WSW Strategic Plan.
9. Other duties as assigned.

#### **KNOWLEDGE AND SKILLS- Required**

- Excellent oral and written communication skills.
- Ability to gather, analyze, and interpret data to present ideas, conclusions, and factual data in clear and concise written and oral formats.
- Experience with budgets, invoices or other financial/fiscal documents.
- Strong interpersonal skills and ability to work collaboratively with colleagues and partners.
- Experience working under timelines and deadlines regarding reporting and data management software.

#### **KNOWLEDGE AND SKILLS - Preferred**

- 2 years' experience or expertise in program/project management
- Highly motivated and actively contributes to a collaborative environment that engages and challenges fellow WSW team members in meeting organizational and personal goals.
- Skilled in planning and prioritizing work effectively, working independently and with minimal supervision.
- Skilled in effectively operating standard office equipment including personal computer and related software.
- Awareness of differences among vulnerable populations and demonstrated ability to interact effectively with people from different cultures and experiences.

#### **ADDITIONAL REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are in addition to the essential functions and required skills:

- The employee is required to be present in the workplace on a regular and reliable basis.
- Normal work hours are M-F 8:00 am to 5:00 pm; however, occasional evening and/or weekend assignments may occur.

#### **WORK ENVIRONMENT**

Work is performed at the WSW office in Vancouver and as needed at various sites throughout the three-county region of Southwest Washington State. During the COVID pandemic, WSW staff are working remotely from home. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position is non-exempt, full time and is eligible for a comprehensive benefits package. Pay scale is \$21.00 - \$24.00 with a comprehensive benefits package, paid time off, professional development opportunities, and domestic partner coverage. Hourly rate will be negotiated based on knowledge and experience.

### **APPLICATION INSTRUCTIONS**

Send inquiries and all application requirements identified on the below checklist, ATTN: Amy Gimlin at [info@workforcesw.org](mailto:info@workforcesw.org). No phone calls or drop-in visits, please.

Workforce Southwest Washington is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.

### **Program Coordinator Application Checklist**

Please address the following in your application submission to Workforce Southwest Washington. All elements must be included to be considered for the position.

- Resume and cover letter addressing:
  - Name, phone number, and email address
  - Experience with any of the essential functions of the position
  - Ability to perform the requirements of the position
  - Most recent work history
  - List all project management related education and experience including degrees or certification attained