



GROSSMONT-CUYAMACA

COMMUNITY COLLEGE DISTRICT AUXILIARY ORGANIZATION

A 501 (c)(3) Charitable Organization in Support of Academic Excellence

www.gcccd.edu/auxiliary

PROGRAM COORDINATOR –GROSSMONT COLLEGE CTE/WD

Strong Workforce

The program coordinator assists the Grossmont College Dean of Career Technical Education and Workforce Development in the activities and objectives related to incorporating the Strong Workforce Program (SWP) into the division. This includes, but is not limited to, the planning, organizing, and administration of the day-to-day operations of this as related to the SWP. The program coordinator will be supervised by the Grossmont College Dean of Career and Technical Education and Workforce development.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Coordinate all aspects of the grant; plan, implement, and maintain compliance with grant work plan and objectives.
- Participate in regional events related to Strong Workforce initiatives
- Support the Dean with grant reporting and tracking of funds.
- Work with developers to create a website for the project.
- Organize conferences and trainings to support the grant activities.
- Maintain strong communications with colleges to promote the goals of the grant.
- Monitor the grant's program activities and budgets.
- Prepare reports as required for the grant.
- Oversee purchases, contracts, and stipends for the grant.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent written, verbal and interpersonal communication skills
- Familiarity with community colleges, CSUs, and the Basic Skills.
- Strong computer skills for communication, scheduling, tracking and reporting
- Knowledge of budgeting preparation and monitoring
- Ability to manage multiple competing priorities and good organizational skills
- Ability to work as a positive team member
- Ability to work collaboratively and independently with committee members, consultants, and contract monitors.

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Any combination equivalent to: A Bachelor's Degree with three years of experience in educational program implementation. Preferred work background in State and Federal grant programs management.

WORKING CONDITIONS:

ENVIRONMENT: Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone; seeing to read and verify data; dexterity of hands and fingers to operate office equipment; sitting or standing for extended periods of time; travel to various locations for meetings or events.

COMPENSATION:

For this full-time position with benefits, the starting salary is \$60,744 (44).

APPLICATION PROCESS

You may obtain the job opening notice at <http://www.gcccd.edu/auxiliary/auxiliary-employment/job-opportunities.html>. The position will be open until filled. To apply you must submit a cover letter and a resume in a single e-mail to: Auxiliary.Jobs@gcccd.edu. In the cover letter, highlight your qualifications for this position and length of service in relevant positions.