

Foundation for Grossmont & Cuyamaca Colleges
8800 Grossmont College Drive, El Cajon, CA 92020
A 501 (c)(3) Charitable Organization in Support of Academic Excellence

PROJECT COORDINATOR-PS17
ENGLISH LANGUAGE LEARNER HEALTHCARE PATHWAYS GRANT

The ELL Healthcare Pathways Program Lead serves as the primary coordinator responsible for implementing and managing the East Region Adult Education (ERAE) Consortium's ELL Healthcare Pathways Grant. This position provides operational leadership, coordinates cross-agency partnerships, and oversees grant activities that expand healthcare career pathways for adult English Language Learners (ELLs). Working collaboratively with Grossmont Adult Education's Health Occupations Center, Grossmont College, consortium members, healthcare employers, and community partners, the Program Lead coordinates pathway development, Integrated Education and Training initiatives, student support strategies, faculty collaboration, grant implementation, and continuous program improvement.

This position is employed by the Foundation for Grossmont and Cuyamaca Colleges, a nonprofit 501(c)(3) organization serving as the fiscal agent for the ERAE Consortium. This is a grant-funded, time-limited position focused on building sustainable systems and expanding healthcare career pathways for adult learners.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Program Coordination & Partnership Development

- Coordinate implementation of the ERAE ELL Healthcare Pathways Grant across consortium partners, ensuring timely completion of grant activities, deliverables, and project objectives.
- Facilitate collaboration among Grossmont Adult Education, Grossmont College, consortium members, faculty, administrators, workforce agencies, healthcare employers, and community organizations to strengthen healthcare career pathways for adult English Language Learners.
- Convene and facilitate project meetings, Professional Learning Communities, advisory groups, and cross-functional work teams to support grant implementation and continuous program improvement.
- Serve as the primary liaison among project partners by coordinating communication, fostering collaborative relationships, and monitoring progress toward grant goals and deliverables.

Pathway Development & Instructional Support

- Coordinate development and implementation of Integrated Education and Training models and other accelerated learning strategies for adult English Language Learners.
- Support faculty collaboration to integrate contextualized ESL instruction, digital learning resources, Universal Design for Learning practices, and other evidence-based instructional strategies.

- Support implementation of noncredit bridge courses, biology readiness supports, Anatomy & Physiology preparation resources, and other student success initiatives.
- Assist with the development of instructional resources and support services that improve student persistence, transition, and completion.

Facility & Equipment Coordination

- Coordinate procurement of instructional equipment, simulation tools, and anatomy models funded through the grant.
- Monitor equipment purchases and ensure compliance with grant and district purchasing procedures.

Employer & Community Engagement

- Participate in employer advisory meetings to gather industry feedback regarding curriculum, workforce needs, equipment, and clinical preparation for this grant.
- Develop and maintain partnerships with healthcare employers, workforce agencies, and community organizations to support student recruitment, clinical experiences, internships, and employment opportunities to support the activities of this grant.
- Represent the consortium at community meetings, workforce initiatives, and regional partnerships related to healthcare pathways.

Grant Administration, Compliance & Evaluation

- Coordinate implementation of grant activities, timelines, deliverables, and reporting requirements.
- Monitor project budgets and expenditures in collaboration with appropriate fiscal staff to ensure compliance with grant guidelines.
- Collect, analyze, and report student, program, and labor market data to evaluate program effectiveness and support continuous improvement.
- Prepare reports, presentations, and documentation for grant funders, consortium leadership, and governing bodies.
- Monitor project outcomes and recommend adjustments to improve student access, retention, completion, and transition into healthcare education and careers.

Student Transition & Support Services

- Collaborate with Transition Services staff to coordinate student recruitment, onboarding, referrals, and transition supports.
- Support outreach efforts with community-based organizations serving English language learners, immigrants, refugees, and other underserved populations.
- Coordinate student support strategies that reduce barriers to enrollment, persistence, and successful transition into postsecondary healthcare programs.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of adult education, workforce development, career pathways, and student support services.
- Knowledge of Integrated Education and Training, contextualized English as a Second Language, career technical education, and adult learning principles.

- Knowledge of the California Adult Education Program, Workforce Innovation and Opportunity Act, and community college systems is desirable.
- Ability to coordinate multiple projects, establish priorities, and meet deadlines.
- Ability to develop collaborative partnerships across educational institutions, community organizations, workforce agencies, and employers.
- Strong project management, organizational, and problem-solving skills.
- Ability to collect, analyze, interpret, and present data for program evaluation and decision-making.
- Experience with budgets.
- Excellent written, verbal, and interpersonal communication skills.
- Proficiency with Microsoft Office, Google Workspace, data management systems, and virtual meeting platforms.
- Familiarity with pathways for internationally trained healthcare professionals is desirable.

DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in education, healthcare administration, public administration, workforce development, or a closely related field.

Four (4) years of progressively responsible experience coordinating educational programs, workforce initiatives, grant-funded projects, or related programs.

Experience working with English Language Learners, immigrants, refugees, or other diverse adult learner populations.

Preferred Qualifications: Experience within a community college, adult school, or California Adult Education Program (CAEP) consortium. Experience coordinating state or federally funded grants. Experience developing partnerships with healthcare employers and workforce agencies.

COMPENSATION:

The starting salary for this full-time position is \$76,908 (Project Staff Salary Schedule 17), with fully covered benefits for employee and dependents.

Membership in CalPERS retirement system (vested after only 5 years).

Continued employment in this position is dependent upon funding available, needs of the program, and satisfactory performance.

WORKING CONDITIONS:

ENVIRONMENT: Work will take place primarily at Grossmont Adult School campuses but with frequent activities on Grossmont-Cuyamaca Community College District and Mountain Empire Adult Education campuses. Office, campus, and off-site environment; driving a vehicle to conduct work; constant interruptions. Interactions with the public from a variety of backgrounds.

PHYSICAL ABILITIES: Hearing and speaking to exchange information in person or on the telephone or virtual platform; 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.

Work under the supervision of the CAEP Project Manager.

CONDITIONS OF EMPLOYMENT:

Offers of employment are contingent upon successful fingerprint clearance. A processing fee plus Live Scan fee will be required.

Under Federal Law, employers are required to verify that all new employees are eligible for employment in the United States. Prior to appointment to a position, you must present acceptable proof of your identity and current authorization to work in the United States.

**THE FOUNDATION FOR GROSSMONT AND CUYAMACA COLLEGES
IS AN EQUAL OPPORTUNITY EMPLOYER.**

The Foundation for Grossmont and Cuyamaca Colleges is committed to the principles of equal employment opportunity. All qualified applicants for employment and employees shall have full and equal access to employment opportunities. The Foundation for Grossmont and Cuyamaca Colleges prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

The district encourages candidates who are equity-minded and who value equity, diversity, and inclusion to apply. We actively seek to attract candidates from underrepresented groups.

APPLICATION PROCESS:

Please apply by August 21, 2026. To apply email your resume and cover letter in a single PDF to Auxiliary.Jobs@gcccd.edu. In the cover letter please highlight your qualifications for this position.