

**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 SPECIALIST-PS1  
FOSTER AND KINSHIP CARE EDUCATION**

Under the direction of the Project Manager, perform a variety of responsible clerical duties in support of the Foster, Adoptive and Kinship Care Education Program (FAKCE) and office support in assigned area. He/she will develop information reports in collaboration with the FAKCE Program Manager and be available to monitor workshops as assigned based on expertise of topics to meet program goals. The Project Specialist will be employed by the Foundation for Grossmont and Cuyamaca Colleges which is contracted by GCCCD to provide project support to the Foster and Kinship Care Education Program.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provide clerical assistance to the Foster, Adoptive and Kinship Care Education Program. Clerical responsibilities, use of equipment and working environment vary depending on the area of assignment.
- Perform a variety of responsible clerical duties such as posting records, recording and tracking information for the FAKCE local and state database systems.
- Prepare reports and other materials for assigned area.
- Maintain and monitor collection of data from multiple sources and maintain local and state program databases required for program documentation.
- Provide information and assistance on the to target populations as needed to meet goals of the FAKCE program
- Prepare and maintain a variety of equipment, records, logs and files related to assigned FAKCE functions; compile information and data from records and files for reports as required.
- Duplicate informational materials for assigned area; package, distribute or file completed copies as required.
- Operate office equipment and machinery such as typewriters, calculators, copiers, word processors, and computers used in area of assignment.
- Communicate information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary. Answer questions from target populations, program staff and HHSA Agency staff regarding program.
- Maintain work area assigned in a safe, clean and orderly condition; ensure compliance with established safety procedures and regulations.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Principles, practices, and equipment typically used in area of assignment.
- Telephone techniques and etiquette.

- Recordkeeping techniques.
- Safety regulations and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Computers using word processing, spreadsheets, and other software programs used in assigned area.
- Learn the policies, procedures, activities and programs of an assigned area or office.
- Operate office equipment such as typewriters, calculators, copiers, word processors and computers and other equipment used in assigned area.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Maintain records, files and equipment.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Operate a personal computer including various software packages to enter and retrieve data using keyboarding skills in an efficient and effective manner consistent with requirements of the position.
- Establish and maintain cooperative and effective working relationships with others.
- Respond to the program target populations and staff with courtesy and tact.

#### **DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of responsible clerical and office experience including some public contact. Requires experience in the use of computers and software packages related to assigned area. Experience preferred in the field of the FAKCE program operations to be assigned. Experience preferred in monitoring presentations to large groups utilizing curriculum designed for program.

#### **COMPENSATION:**

The starting salary for this full-time position is \$57,940 (Project Staff Salary Schedule 1), 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:** This is remote position with frequent activities throughout the region. 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 Foster and Kinship Care Education 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.

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**PROJECT SPECIALIST-PS5  
PURCHASING AND CONTRACTS**

The Foundation for Grossmont and Cuyamaca Colleges is seeking Purchasing and Contracts Specialist for a variety of specialized and responsible administrative assistance and coordination duties. The Project Specialist will be employed by the Foundation for Grossmont and Cuyamaca Colleges, a non-profit 501(c)(3) organization which focuses on managing programs that benefit Grossmont College, Cuyamaca College, the Grossmont-Cuyamaca Community College District, and other college and community programs. The Foundation is contracted by GCCCD to provide support to specific grant-funded programs.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Develop, review and process grant contracts administered through the Auxiliary.
- Coordinate the purchasing and contract operations including review and responding to correspondence and communications through the contracting process. Provide clear and detailed communications to staff and external partners.
- Prepare and submit contract documents for execution by all parties
- Review and process requisitions for the purchase of materials, supplies, equipment, and services.
- Interpret and explain rules, regulations, policies, and procedures related to contracts to staff and external partners in a positive manner with the goal of helping other understand the process.
- Monitors budgets of associated accounts.
- Ensure that any required purchased item is including in the foundation inventory and tagged appropriately.
- Analyze the departmental activities and documents for compliance with district policies and governmental rules and regulations.
- Maintain all Foundation forms, create new forms and support the website.
- Maintain accurate records and files.
- Coordinate purchasing for the Foundation Business Office.
- Other duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent written, verbal and interpersonal communication skills
- Strong computer skills for communication, scheduling, tracking and reporting

- Knowledge of website maintenance, management and updates
- 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.
- Knowledge of laws, rules and regulations related to government purchasing and contracts.
- Ability to read and understanding legal contracts.

#### **DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Associate's degree and/or the equivalent of three years full time work experience with increasingly responsible administrative and coordination duties

#### **COMPENSATION:**

The starting salary for this full-time position is \$53,940 (Project Staff Salary Schedule 5), 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 GCCCD sites but with off-site meetings. Office, campus, and off-site environment; 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 Purchasing and Contracts 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.

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**PROJECT SPECIALIST-PS7**

**FOSTER AND KINSHIP CARE EDUCATION PROGRAM**

The Project Specialist will be employed by the Foundation, a non-profit 501(c)(3) organization which focuses on managing programs that benefit Grossmont College, Cuyamaca College, the Grossmont-Cuyamaca Community College District (GCCCCD), and other college and community programs. The Project Specialist will support the work and daily operations of the Foster, Adoptive and Kinship Care Education Program at Grossmont College. We are seeking a professional who is bilingual in English and Spanish, this is an in-person position.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Support the daily operations of the FAKCE program answering phones and communicating with program staff via email and telephone and assisting with the implementation of work plans and tracking of work plan achievements.
- Bilingual proficiency in English and Spanish required to provide direct participant support, respond to inquiries, and facilitate communication with diverse families and partners.
- Assist with scheduling classes, including entries to the website, creating Zoom links, updating master schedule, securing training sites and creation of marketing materials.
- Oversee the website, maintain current information, input relevant content, and help to manage class registrations.
- Oversee social media accounts such as Facebook and Instagram, posting relevant information about classes and other FAKCE activities.
- Assist with management and creation of class handouts, documents and marketing materials.
- Assist with tracking information in FAKCE local and state database systems, supporting contractual clearance requirements, maintaining allocation and contract documentation, and managing related correspondence.
- Facilitate program related communication, including maintaining contact lists, distributing information via email, uploading content to the website, planning conference calls, supporting stakeholders in communicating with the group, and maintaining an archive of meeting materials and project communications.
- Communicate information in person, or by telephone, where judgment, knowledge and interpretation of policies and regulations are necessary. Answer questions from target populations, program staff and HHSA Agency staff regarding program.

- Schedule committee meetings and subcommittee meetings. Prepare meeting materials, coordinate meeting rooms, catering and audio/visual and meeting materials. Take minutes at meetings, prepare minutes for approval, and distribute minutes to appropriate individuals.
- Assist with and attend program related activities, meetings, conferences; and represent the program as required.
- Process and assist project staff payroll and with the submission of required documentation for Foundation.
- Maintain budget-related information.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent written, verbal and interpersonal communication skills in English and Spanish
- Telephone techniques and etiquette.
- Strong computer skills for communication, scheduling, tracking, reporting and creation of marketing materials
- Strong organizational skills and attention to detail and accuracy
- Ability to work on platforms such as Zoom, Canva, Google, Workday, WordPress and Excel
- Ability to manage multiple competing priorities and time management skills
- Ability to work as a positive team member
- Ability to work collaboratively and independently with co-workers, program participants, and other professionals
- Ability to relate effectively with persons of various cultural, social and educational backgrounds
- Interpersonal skills using tact, patience and courtesy
- Knowledge of the Child Welfare System and Foster Care

**DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associates Degree in Business, Social Work or related field and two years of experience in an office setting.

**COMPENSATION:**

The starting salary for this full-time position is \$57,216 (Project Staff Salary Schedule 7), 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: This is remote position with frequent activities throughout the region. 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 Foster and Kinship Care Education Manager.**

**CONDITIONS OF EMPLOYMENT:**

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

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**PROJECT SPECIALIST-PS6  
FGCC BUSINESS OFFICE**

The Foundation for Grossmont and Cuyamaca Colleges is seeking a Project Specialist to perform a variety of administrative duties for Foundation Business Office. This includes donation tracking, credit card reconciliation, payroll, scheduling, human resources and other functions for the office. The Project Specialist report to the Accounting and Finance Manager.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Support the daily operations of the Business Office.
- Coordinate payroll and any required reporting.
- Assist with staff recruitment and on-boarding.
- Support the fundraising team with donation processing.
- Providing administrative support for managers on the team, help with scheduling and supporting meetings and events.
- Assist with accounting, purchasing and finance
- Provide support for special projects and events.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong written, verbal and interpersonal communication skills
- Strong computer skills for communication, scheduling, tracking and reporting
- Ability to manage multiple competing priorities and good organizational skills
- Ability to work as a positive team member
- Ability to perform accurate work and have attention to detail
- Ability to demonstrate mature judgment, ability to maintain a level of confidentiality, initiative and critical thinking
- Ability to relate to and work with diverse populations and communities
- Professional appearance and attitude

**DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

An Associate's degree or the equivalent, in a related area and two years of experience in office administration.

**COMPENSATION:**

The starting salary for this .075 fte position is \$44,208 (Project Staff Salary Schedule 8), 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 GCCCD sites but with off-site meetings. Office, campus, and off-site environment; 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 Accounting and Finance Manager.**

**CONDITIONS OF EMPLOYMENT:**

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

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**PROJECT COORDINATOR-PS12  
REGIONAL CONSORTIUM**

The Regional Program Coordinator will perform a variety of complex and specialized duties in order to support the day-to-day operations of the San Diego & Imperial Counties Community Colleges Regional Consortium (RC). In addition, to supporting the RC team, the Regional Program Coordinator will provide support for regional convenings and projects related to the Strong Workforce Program and other Career Education programs in the region. The Regional Consortium Program Coordinator will work under the direction of the Regional Consortium Chair.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Coordinate and manage Regional Strong Workforce efforts, including the implementation, monitoring, and maintenance of compliance with Strong Workforce project goals and objectives.
- Support the Regional Consortium Chair, including but not limited to being the point of contact for the Consortium staff, scheduling meetings and zoom calls, and making travel reservations.
- Oversee the Strong Workforce application process. Coordinate more than 50 applications annual, schedule interview meetings and ensure final projects are transferred to the business office.
- Coordinate high level meetings, including, but not limited to coordinating any catering needs, preparing agendas and handouts, taking minutes and filing and/or posting related documents in appropriate file and/or website. Regional meetings include the Regional Career Education Deans Council, the Workforce Development Council, the Implementation Committee, the Regional Oversight Committee, staff meetings, and the San Diego & Imperial Counties Community Colleges Association Strong Workforce sessions.
- Support the Regional Chair in managing the curriculum process.
- Practice advanced project management skills; including organizing project meetings, attendees, tasks and following up on open items.
- Organize and maintain an annual calendar for Strong Workforce applications, projects, and report deadlines.
- Provide support for Regional Consortium and Strong Workforce activities, conferences, workshops, and trainings activities.

- Work with program staff on program and contract-related activities to ensure that activities, program objectives, and deadlines are met in an efficient and timely manner.
- Support Regional Consortium staff and colleges with efficient project documentation, reporting and tracking.
- Establish strong communication and collaboration with staff, project leads, colleges, and other partners, to ensure optimal efficiency, progress, and the completion of meeting project objectives.
- Participate in events related to Strong Workforce and other Career Education initiatives.
- Maintain existing organizational software including Dropbox, the Regional Consortium website, and Constant Contact. Ensure that all documents are appropriately posted.
- Oversee purchases, contracts, and expenses to ensure optimal efficiency, progress, and execution.
- Prepare reports as needed.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent written, verbal and interpersonal communication skills
- Accuracy and attention to detail essential
- Ability to thrive in a fast paced, rigorous environment with changing priorities
- Strong computer skills for communication, scheduling, tracking and reporting
- Knowledge of budgeting preparation and monitoring
- Ability to manage multiple competing priorities and exceptional organizational skills and ability to meet deadlines and work under pressure
- Advanced level of proficiency with Outlook, Word, PowerPoint, and Excel
- Comfort in operating as an integral member of a team, including the ability to contribute ideas and fulfill requests from multiple team members.
- Ability to demonstrate mature judgment, ability to maintain a level of confidentiality, initiative and critical thinking
- Ability to manage multiple tasks with minimal supervision
- Ability to relate to and work with diverse people and communities
- Professional appearance and attitude
- Ability to maintain a professional demeanor at all times; including the ability to work effectively within a diverse work group
- Ability to work independently and collaboratively with RC team members, consultants, contract monitors and colleges
- Initiative to identify process gaps or inefficiencies and provide solutions

#### **DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Any combination equivalent to: an Associate's Degree (or equivalent skills) with three years of experience in an administrative support capacity. Preferred work background in State and

Federal grant programs management. Experience working with programs related to community colleges and Career & Technical Education is a plus.

**COMPENSATION:**

The starting salary for this full-time position is \$66,336 (Project Staff Salary Schedule 12), 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: This is remote position with frequent activities throughout the region. 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 Regional Consortium Chair.**

**CONDITIONS OF EMPLOYMENT:**

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**PROJECT COORDINATOR-PS12  
NURSING RETENTION AND SUCCESS**

Under the direction of the Associate Dean of Nursing, the Nursing Project Coordinator achieve the goals and objectives of the Nursing Enrollment Growth and Retention Grant. The goal of this grant-funded position is to identify the resources necessary to assist students in successfully completing their educational plan. The grant requires the coordination of a comprehensive system of early identification of at risk-students, and ongoing support and mentoring in the areas of academic success, professionalism and accountability. The SSA assists with monitoring and follow-up of students throughout the nursing program to increase retention. The SSA makes initial contact with potential nursing students prior to admission to the nursing program, and continues follow-up through the nursing alumni association.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Carry out the activities in the Nursing Enrollment Growth and Retention Plan.
- Meet with each incoming student individually and help them create a student success plan. Share this information with faculty.
- Create and implement strategies to help students adopt better study skills and test taking strategies
- Offer workshops on topics that students struggle with including study skills, test taking, time management, critical thinking and stress management.
- Collaborate with faculty to identify at-risk students and work with those students to stabilize and improve their academic pathway. Work individually with students to create an individual plan to increase their success in the program.
- Hold drop-in hours for students to meet and proactively reach out to support students in the program.
- Develop and maintain a resource database to support students in the wide variety of challenges they may be facing outside of the classroom. Provide warm hand offs to students and follow up as need to ensure they are receiving the support that they need.
- Coordinate the CNSA meetings
- Organize high school and adult school tours
- Facilitate the mentoring program
- Network with RN-BSN-MSN program and employers to support student pathways.
- Organize job fairs, the Pinning Ceremony, alumni activities and related events and activities.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent written, verbal and interpersonal communication skills

- Health professions careers, Career/Technical Education, and career pathway program objectives
- Educational planning
- Advise students about health career opportunities
- Work independently with minimal direction
- Work effectively with a variety of departments and educational institutions
- Effectively manage and prioritize multiple, concurrent project tasks
- Demonstrate strong oral and written communication skills
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, sexual orientation, disability, and ethnic backgrounds of students
- Utilize technology to manage program and student information

**DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Associate's Degree in Nursing.

**COMPENSATION:**

The starting salary for this full-time position is \$66,336 (Project Staff Salary Schedule 12), 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 at Grossmont College with frequent activities on at other educational and workforce settings. 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 Associate Dean of Nursing.**

**CONDITIONS OF EMPLOYMENT:**

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

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**PROJECT COORDINATOR-PS13  
BORDER HEALTH INITIATIVE**

The Program Coordinator will be employed by the Foundation for Grossmont and Cuyamaca Colleges, which is contracted with to provide support on the California Department of Public Health grant

Under the direction of the Chief of the California Department of Public Health, Office of Binational Border Health (OBBH), the Program Coordinator is responsible for providing, administrative and programmatic support for the state funded programs. The Program Coordinator will assist the Office with the following activities: communicating, collaborating, and coordinating border binational public health activities with U.S. and Mexico health officials using the necessary protocol and diplomatic skills to communicate and interact effectively; participates in effective outreach and education to promote the OBBH's work and missions; facilitates logistical support for meetings, training workshops, community forums, and conferences; travels as needed in and out-of-state, including Baja California, Mexico; assists in the preparation of program budgets, progress and project reports, and is culturally sensitive and appreciates local customs and culture.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Serve as primary Project Coordinator for ADA compliance. Complete all ADA trainings and consistently apply pre-existing protocol and templates to ensure compliance with required procedures and departmental standards.
- Serve as primary Project Coordinator for Web Contributor. Complete all Web Contributor trainings and consistently apply pre-existing protocols and templates to ensure compliance with required procedures and departmental standards.
- Manage projects by adhering to established timelines, following existing protocols, and ensuring timely, accurate communications and calendar invitations.
- Develop, maintain, and update written protocols that clearly outline procedures, workflows, and required steps for program operations, ensuring accuracy, clarity, and alignment with department standards.
- Produce, updates and maintain all programs documents (e.g., agendas, letters, and organization chart) with consistent formatting, accurate content, proper version control, and the required use of track changes, while ensuring final version are organized and all materials are error-free and ready for distribution.
- Complete IT service requests from team. Contact helpdesk directly to resolve network connectivity issues.

- Serve as OBBH lead in the monthly CID ITSD Customer Service meetings and provide pertinent updates to program staff. Serves as the Point of Contact between Office and IT. Ensure all ITSD policies and procedures are implemented.
- Assist with communication between property management and program staff
- Coordinate facilities management activities, attend property management meetings, maintain and update emergency building evacuation plan and staff emergency contact list, POC for Metro and DGSContribute to the preparation of Progress Reports
- Prepare and distribute meeting agendas and minutes for weekly team meetings. Develop and maintain schedule calendar for corresponding meetings and conferences.
- Coordinate, execute and track all conference logistics including room reservations, nametags, handouts, and any other relevant training/meeting materials.
- Coordinate and execute local and international travel arrangements when necessary.
- Coordinate and assist in State vehicle reservations and maintenance. Develop and post internal policies and procedures, maintenance schedule as needed.
- Coordinate and conduct new staff orientation, including initial setup of network access, computer assignment and other general onboarding responsibilities. Coordinate a comprehensive orientation with new/current staff on office emergency action plan.
- Assist with special projects, such as the preparation of project reports and presentations.
- Adhere to State, Federal, and fiscal agency policies and procedures.
- Assists OBBH with coordination and collaboration of border binational public health events, workshops, conference, and activities.
- On an as needed basis, disseminates information to public health professionals and the public on an as needed basis.
- Coordinate OBBH WAR and What's Today submissions and submit to department
- Provide administrative support to the Office to include preparing correspondence, supply management, equipment inventory and responsibility for overall office logistics.
- Maintain confidentiality of sensitive information and handle projects of highly confidential and sensitive nature.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of project management principles, including workflow coordination and timely tracking.
- Ability to coordinate and facilitate meetings, including agendas, minutes, logistics and follow-up.
- Skills in developing and maintaining written protocols and standard operating procedures.

- Ability to coordinate staff onboarding, including equipment setup and network access.
- Ability to coordinate travel, conferences, and facilities related operations.
- Strong liaison skills for communication with IT, facilities, property management, and external partners.
- Ability to maintain multiple operational calendars and schedules.
- Ability to review documents for formatting accuracy, quality control, and error free content.
- Ability to assist with fiscal documentation, including purchases, reimbursements, and supporting budget materials.
- Experience interacting effectively with all levels of federal, state, county, representatives and local public health officials.
- Strong organizational skills, attention to detail, possess good judgment and professional demeanor.
- Ability to work on multiple tasks and allocate time to meet deadlines.
- Proficient in standard office software: Word, PowerPoint, Outlook, Excel and Publisher.
- Problem solving skills with a minimum of intermediate knowledge of IT best practices and processes.
- Communication Skills – excellent written and verbal communication skills. Must be able to communicate technical information in a clear and concise manner. Bilingual English and Spanish (speak, read, and write).
- Demonstrated experience with report preparation, problem-solving and critical thinking skills.
- Familiarity with office operations, personnel management, facilities management, IT and office equipment.
- Establish effective working relationships with management, employees, employee representatives, IT helpdesk and field engineers, and the public, representing diverse cultures and backgrounds.

#### **DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Any combination equivalent to an Associate's Degree and five years of experience in office administration or a Bachelor's Degree with three year of office administration. Must be fluent in Spanish and English (speaking, writing, and reading). Prefer experience with program and reporting requirements of State and Federal grant programs.

#### **COMPENSATION:**

The starting salary for this full-time position is \$68,328 (Project Staff Salary Schedule 13), 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: This position is hybrid, requiring onsite work at the Office of Binational Border Health in San Diego as well as remote work from home. This position requires travel within the United States and to Mexico. The Project Manager must have the ability to travel to and from Mexico. A valid California Driver's License is required.

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 Chief of the California Department of Public Health, Office of Binational Border Health.**

**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.**

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**PROJECT COORDINATOR-PS13  
REBUILDING NURSING INFRASTRUCTURE**

The Project Coordinator collaborates with faculty and administrators in implementing the activities and objectives related to Rebuilding Nursing Infrastructure Grant. This includes, but is not limited to, the planning, organizing, and management of the day-to-day operations of the grant. RNI grant supports: building and maintaining RN-BSN partnerships between the Nursing Program and the BSN Programs, establishing outreach to VN Programs in the San Diego region, promoting the LVN-RN pathway at Grossmont College, and supporting reconstruction of a nursing lab/classroom. The Project Coordinator will be supervised by the Grossmont College Associate Dean of Nursing and will be an employee of the Foundation for Grossmont and Cuyamaca Colleges.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Manage all aspects of the grant; plan, implement, and maintain compliance with grant work plan and objectives.
- Manage the budget for two rounds of RNI fund, \$1.7 million.
- Lead the project development and grant writing for the next round of RNI funding.
- Participate in college planning and implementation meetings to integrate the grant activities into the college operations. Collaborate with departments such as facilities and IT.
- Work with community partners to recruit students to participate in the LVN-RN Pathway.
- Work with Associate Dean of Nursing and College Articulation Officer to establish partnerships with universities for RN-BSN pathways
- Oversee grant reporting and tracking of funds.
- Oversee student data management and tracking.
- 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.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent written, verbal and interpersonal communication skills
- Familiarity with adult education and higher education.
- 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, healthcare or public health.

**COMPENSATION:**

The starting salary for this full-time position is \$68,328 (Project Staff Salary Schedule 13, 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 at Grossmont College with frequent activities on at other educational and workforce settings. 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 Associate Dean of Nursing.**

**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.

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**PROJECT COORDINATOR-PS14  
BORDER HEALTH INITIATIVE**

The Border and Binational Program Coordinator will be employed by the Foundation for Grossmont and Cuyamaca Colleges under a contract with the California Department of Public Health grant. While this job description provides a broad description of the duties and responsibilities of the Program Coordinator, it may not be inclusive of all related assignments.

The California Department of Public Health, Office of Binational Border Health (OBBH) focuses on emerging public health issues, informs and educates public health professionals, and assesses the health status of the border region with four main goals to:

1. Assess and monitor border and binational public health issues.
2. Optimize border and binational communication, coordination, and collaboration on public health issues.
3. Build capacity in California and Baja California to effectively address public health issues.
4. Increase awareness among state and local agencies, policy makers, the public, and other stakeholders about border and binational public health issues, and the role of COBBH in addressing these issues.

The Program Coordinator assists the Chief of the California Office of Binational Border Health in oversight of office operations and development of binational border health projects and programs. The Program Coordinator will be responsible for administrative and program operations of the state funded program activities as mandated by program statute and under the general direction of the Chief, which includes the supervision of grant staff.

The Program Coordinator will carry out the functions of state and federally funded grants and cooperative agreements and surveillance, binational communication, and emergency preparedness and response activities within the Office of Binational Border Health. This position is responsible for strengthening infectious disease surveillance, maintaining binational communications and data sharing capabilities, and fostering collaboration between the U.S. and Mexico public health officials. The Coordinator may also provide technical assistance to county departments of health in implementing joint border and binational projects of mutual interest.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Coordinate the completion of all administrative and programmatic mandates as required by CDPH to include the design, implementation, and analysis of regional and binational public health projects as mandated by program statute and under the general supervision of the Chief. Projects are usually of high complexity and with a great potential impact in local, regional, and binational public health.

- Participate in Border Health Commission preparation meetings, workgroups, and other committees to ensure OBBH is represented.
- Budget development and project planning monthly and annually.
- Oversee project monitoring and evaluation.
- Lead state mandated advisory group including bi-annual meetings, executive committee meetings
- Coordinate all required deliverables of GCCCD contract, e.g., progress report
- Formulation of policies and procedures.
- Ability to work closely with U.S. and Mexico health officials at the federal, state and local levels and possess necessary protocol and diplomatic skills to communicate and interact effectively.
- Understand health equity concepts and policies.
- Analyze and evaluate health policies and health indicator data and make public presentations as needed.
- Drafting bill analysis on legislation impacting the Office of Binational Border Health.
- Preparing, negotiating and monitoring contracts and sub-contracts.
- Compiling state contracts, reports and articles for publication.
- Identify funding resources, write and review grant proposals, and make recommendations to the Chief and other State and Federal officials.
- Represent the California Department of Public Health in national and international meetings.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Work under minimum supervision, ability to be a self-starter.
- Work as a team with OBBH staff and border health stakeholders.
- Ability to identify and select problems to study.
- Ability to and responsibility for formulating hypotheses, planning and executing studies, analyzing and interpreting results.
- Coordinate border and binational projects of mutual interest with collaborators on both sides of the border
- Provide work direction to OBBH project assistants and student interns.
- Bilingual in Spanish and English.

#### **DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a Bachelor's Degree in Public Health with five years of experience years program management and preparation of written reports, program

planning, implementation, coordination and evaluation. Candidates must be willing and able to travel within California, the U.S. and Mexico.

**COMPENSATION:**

The starting salary for this full-time position is \$70,380 (Project Staff Salary Schedule 14), 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: This position is hybrid, requiring onsite work at the Office of Binational Border Health in San Diego as well as remote work from home. This position requires travel within the United States and to Mexico. The Project Manager must have the ability to travel to and from Mexico. A valid California Driver's License is required.

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 Chief of the California Department of Public Health, Office of Binational Border Health.**

**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.

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**PROJECT COORDINATOR-PS14**  
**K-16 COLLABORATIVE**

The Project Coordinator will be employed by the Foundation for Grossmont & Cuyamaca Colleges. The Coordinator will oversee contracts, purchasing and financial reporting for the K16 Collaborative. The Project Coordinator reports to the K16 Collaborative Director. The Foundation for Grossmont & Cuyamaca Colleges is a non-profit 501(c)(3) organization which focuses on managing programs that benefit the Grossmont-Cuyamaca Community College District (GCCCCD).

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Coordinate all contracts and purchasing for the K16 Collaborative Grant. Create and oversee more than 50 contracts with LEAs and partners each year. Create contracts for colleges and LEAs for each individual project, set up purchase orders, manage college and LEA NOVA reporting, review financial reporting and manage payments to colleges and LEAs.
- In collaboration with the grant director, create and revise budgets for the whole project and annually. Monitor the budgets based on expenses and update as needed. Each the director and the CEO updated to any major changes in the budget. The overall grant budget is \$18 million.
- Manage grant reporting. This grant has intense grant reporting requirements. Be knowledgeable about these requirements and share them with each contractor. Ensure that the GCCCCD's reporting is accurate and has appropriate back up. Review each partner's reporting and ensure that there is appropriate back up. In collaboration with the CEO, respond to questions from the funder.
- Manage purchasing for the grant and ensure that all purchases align with grant requirements.
- Support Grant Management. In collaboration with the grant director support activities required to meet the goals of the grant.
- Promote and maintain relations with collaborative partners.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Principles and practices of contracting, procurement and purchasing; grant management and operational procedures.
- Principles and procedures of program development and administration, financial and statistical record keeping and report preparation.
- Methods and techniques of research, analysis, and decision-making.
- Principles and procedures of report preparation.

- Relevant organizational operations, policies, and objectives of GCCCD, both in general and as they apply to the Foundation for Grossmont & Cuyamaca Colleges.
- Communicate with individuals and groups
- Learn quickly the operations, policies, and procedures of the Foundation
- Interpret, apply and explain rules, regulations, policies and procedures
- Communicate effectively
- Work independently with little direction; plan, organize and prioritize work; meet schedules and timelines
- Work confidentially with discretion; analyze situations accurately and adopt an effective course of action
- Establish and maintain cooperative and effective working relationships with others

#### **DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Associate's Degree in Paralegal or similar fields. At least two years of relevant work in grant administration.

#### **COMPENSATION:**

The starting salary for this full-time position is \$70,380 (Project Staff Salary Schedule 14), 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:** This is remote position with frequent activities throughout the region. 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 K-16 Collaborative Director.**

#### **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.

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**PROJECT COORDINATOR-PS15  
FOSTER AND KINSHIP CARE EDUCATION PROGRAM**

The Program Coordinator will be employed by the Grossmont-Cuyamaca Community College District Auxiliary Organization (GCCCCD Auxiliary), a non-profit 501(c)(3) organization which focuses on managing programs that benefit Grossmont College, Cuyamaca College, the Grossmont-Cuyamaca Community College District, and other college and community programs. The Auxiliary is contracted by GCCCCD to provide support to specific grant-funded programs.

The Program Coordinator will support the Project Manager in the daily operations of the Foster, Adoptive and Kinship Care Education program (FAKCE). The Program Coordinator will be employed by the Grossmont-Cuyamaca College Community College District Auxiliary Organization and will work on-site at Grossmont College to support the FAKCE project activities.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Support the daily operations of the FAKCE program, including the implementation of work plans, and tracking of work plan achievements.
- Work with program staff on program and contract-related activities to ensure that activities and program objectives are met in an efficient and timely manner and that deadlines are met.
- Support Program Director with the implementation of the program elements such as the pre-service and in-service workshops.
- Assist staff with workshop curriculum development including researching content and creating materials.
- Develop and organize meetings of the FAKCE Program Advisory Committee and co-lead such meetings with the Program Director.
- Oversee the distribution of training materials for workshops.
- Review and reconcile staff time sheets with workload plans.
- Collect and compile statistical data and other information regarding program activities and forms for inclusion in special and periodic reports.
- Coordinate with staff on creation of class handouts and documents.
- Facilitate program related communication, including maintaining contact lists, distributing information via email, uploading content to the website, planning conference calls, supporting stakeholders in communicating with the group, and maintaining an archive of meeting materials and project communications.
- Assist with and attend program related activities, meetings, conferences; and represent the program as required.

- Assist with ongoing documentation related to contract and allocation activities.
- Oversee the website, maintain current information, input relevant content, and help to manage class registrations.
- Oversee social media accounts such as Facebook and Twitter, posting relevant information about classes and other FAKCE activities.
- Coordinate creation of marketing materials
- Maintain allocation and contract related correspondence.
- Process and assist project staff with the submission of required documentation for Auxiliary.
- Monitor the grant's program activities and budgets.
- Prepare reports as required for the grant.
- Oversee purchases, contracts, and stipends for the grant
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent written, verbal and interpersonal communication skills
- Strong computer skills for communication, scheduling, tracking, reporting and creation of marketing materials
- Ability to manage multiple competing priorities and excellent organizational and time management skills
- Ability to work as a positive team member
- Ability to work collaboratively and independently with co-workers, program participants, and other professionals
- Ability to relate effectively with persons of various cultural, social and educational backgrounds
- Interpersonal skills using tact, patience and courtesy
- Knowledge of the Child Welfare System and Foster Care a plus

**DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a Bachelor's Degree with three years of experience in office administration.

**COMPENSATION:**

The starting salary for this full-time position is \$72,492 (Project Staff Salary Schedule 15), 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 at Grossmont College with frequent activities on at other educational and workforce settings. 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 Foster and Kinship Care Education Program 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.

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### **PROJECT COORDINATOR-PS15 BORDER HEALTH INITIATIVE**

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The California Department of Public Health, Office of Binational Border Health (OBBH) focuses on emerging public health issues, informs and educates public health professionals, and assesses the health status of the border region with four main goals to:

1. Assess and monitor border and binational public health issues.
2. Optimize border and binational communication, coordination, and collaboration on public health issues.
3. Build capacity in California and Baja California to effectively address public health issues.
4. Increase awareness among state and local agencies, policy makers, the public, and other stakeholders about border and binational public health issues, and the role of COBBH in addressing these issues.

The Project Coordinator assists the Chief of the California Office of Binational Border Health in oversight of office operations and development of binational border health projects and programs. The Program Coordinator will be responsible for administrative and program operations of the state funded program activities as mandated by program statute and under the general direction of the Chief, which includes the supervision of grant staff.

The Project Coordinator will carry out the functions of state and federally funded grants and cooperative agreements and surveillance, binational communication, and emergency preparedness and response activities within the Office of Binational Border Health. This position is responsible for strengthening infectious disease surveillance, maintaining binational communications and data sharing capabilities, and fostering collaboration between the U.S. and Mexico public health officials. The Coordinator may also provide technical assistance to county departments of health in implementing joint border and binational projects of mutual interest.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Coordinate the completion of all administrative and programmatic mandates as required by CDPH to include the design, implementation, and analysis of regional and binational public health projects as mandated by program statute and under the general supervision of the Chief. Projects are usually of high complexity and with a great potential impact in local, regional, and binational public health.

- Participate in Border Health Commission preparation meetings, workgroups, and other committees to ensure OBBH is represented.
- Budget development and project planning monthly and annually.
- Oversee project monitoring and evaluation.
- Lead state mandated advisory group including bi-annual meetings, executive committee meetings
- Coordinate all required deliverables of GCCCD contract, e.g., progress report
- Formulation of policies and procedures.
- Ability to work closely with U.S. and Mexico health officials at the federal, state and local levels and possess necessary protocol and diplomatic skills to communicate and interact effectively.
- Understand health equity concepts and policies.
- Analyze and evaluate health policies and health indicator data and make public presentations as needed.
- Drafting bill analysis on legislation impacting the work of the Office of Binational Border Health.
- Preparing, negotiating and monitoring contracts and sub-contracts.
- Compiling state contracts, reports and articles for publication.
- Identify funding resources, write and review grant proposals, and make recommendations to the Chief and other State and Federal officials.
- Represent the California Department of Public Health in national and international meetings.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Work under minimum supervision, ability to be a self-starter.
- Work as a team with OBBH staff and border health stakeholders.
- Ability to identify and select problems to study.
- Ability to and responsibility for formulating hypotheses, planning and executing studies, analyzing and interpreting results.
- Coordinate border and binational projects of mutual interest with collaborators on both sides of the border
- Provide work direction to OBBH project assistants and student interns.
- Bilingual in Spanish and English.

#### **DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Candidates should be Bilingual in spoken and written English and Spanish

Bachelor's degree in Public Health, Health Administration or equivalent. Five years of experience in program management, and preparation of written reports, program planning, implementation, coordination and evaluation. Candidates must be willing to travel within California, the U.S. and Mexico

**COMPENSATION:**

The starting salary for this full-time position is \$70,380 (Project Staff Salary Schedule 14), 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: This position is hybrid, requiring onsite work at the Office of Binational Border Health in San Diego as well as remote work from home. This position requires travel within the United States and to Mexico. The Project Manager must have the ability to travel to and from Mexico. A valid California Driver's License is required.

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 Chief of the California Department of Public Health, Office of Binational Border Health.**

**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.

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**TRANSITION COORDINATOR-PS15  
ADULT EDUCATION CONSORTIUM**

The Transition Coordinator provides awareness of college and career pathway options and support services to adult students participating in the East Region Adult Education Consortium. Building on the student's personal and professional goals, the Transition Coordinator assists in career planning, goal setting and developing individualized career/college plans. The Transition Coordinator tracks student progress through identified academic and career benchmarks and follows up with students to reconfirm goals or assist with alternate pathways according to changing student needs and interests. The Transition Coordinator recognizes that pathways are student-centered and whenever possible, self-guided. The Transition Coordinator will be employed by the Foundation, a non-profit 501(c)(3) organization which focuses on managing programs that benefit Grossmont College, Cuyamaca College, the Grossmont-Cuyamaca Community College District (GCCCD), and other college and community programs.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provide students with comprehensive information about education, training and career opportunities. Maintain expertise in pathways options for Adult Education students to college and career.
- Maintain a caseload of 50-75 students and keep notes and data tracking on student progress in the data tracking tool. Lead orientation presentations and participate in community outreach activities.
- Support students in education, training and career planning- including short- and long-term goal setting.
- Develop individualized intervention strategies and help students access the resources needed to obtain their goals and address barriers.
- Monitor student progress and follow-up with students to ensure execution of plans and successful transition to community college, career training programs or the workforce.
- Participate in implementation of outreach, intake, orientation/onboarding, college and career readiness activities.
- Supporting basic needs for students and support the consortium food bank.
- Maintain and expand liaison relationships with student services and instructional services across all consortium members, and with community-based organizations.
- Maintain and prepare program reports and student outcome data.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Understanding of purpose and function of adult education and andragogy.
- Ability to support students in developing educational plans.
- Ability to support students for full inclusion and accessibility, using cross-cultural competency to support a diverse student body.
- Knowledge of all aspects of California Adult Education Program including workforce development, K12 adult education and community colleges.
- Excellent written, verbal and interpersonal communication skills
- Strong computer skills for communication, scheduling, tracking and reporting.
- Ability to work collaboratively and independently under supervision.

#### **DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's Degree in behavioral science education and one year of experience in student services or with three years of experience in education counseling, career counseling, social services or related fields. Strongly prefer bilingual in Arabic, Dari, Farsi or Pashto or Spanish.

#### **COMPENSATION:**

The starting salary for this full-time position is \$72,492 (Project Staff Salary Schedule 15), 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 Adult Education Consortium 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.

## **Foundation for Grossmont & Cuyamaca Colleges**

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### **EMPLOYER RELATIONS LIAISON-PS17 REGIONAL CONSORTIUM**

Under the direction of the Director of Strategic Partnerships, the Employer Relations Liaison (ERL) will support one of the ten community colleges in San Diego and Imperial Counties to increase and improve employer engagement with the goal of increasing student access to high-wage, high-demand careers. The key metrics for success are: 1) increasing work-based learning opportunities for students, 2) increasing student jobs and employment outcomes, and 3) developing innovative approaches that are responsive to employer's immediate training needs. The Employer Relations Liaison must be someone who is passionate about increasing social mobility for community college students, workforce and economic development and connecting industry to education. The Employer Relations Liaison will be assigned to the Regional Consortium team and will be employed by the Foundation for Grossmont & Cuyamaca Colleges.

For more information about Career Education programs in the San Diego and Imperial Counties region, visit [careered.org](http://careered.org).

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Work with leaders at the college to create and carry out a plan to increase work-based learning and job placement of career education students into high-wage, high-demand careers. Identify equity gaps implement strategies to increase student outcomes.
- Develop and maintain relationships with new and existing industry, community college and community partners to create and support programs that provide students with work-based learning (i.e. job shadows, company tours, internships) and employment opportunities that align with Career Education programs at the college.
- Collaborate with regional and community college teams to strategically engage stakeholders including key faculty, student services personnel, employers, K-12 partners, Employment Development Departments, Workforce Investment Boards, trade/industry associations and other relevant partners. Utilize labor market information to strengthen and develop relationships with current and future employers and industry partners.
- Understand and effectively communicate the benefits of collaborating with community colleges to address industry and employer needs, and collect data from employers related to job requirements and skills.
- Serve as the liaison between community college, employers, industry, and community in coordinating various work-based learning and educational activities that promote career pathways.

- Identify and connect employers and industry needs with relevant career education community college programs.
- Collaborate with the community college employer engagement team to development and implement effective work experience opportunities for students including internships and apprenticeship models.
- Support alignment of career education programs with industry needs and industry recognized credentials, creating pathways to credit-bearing certificates and degrees.
- Other duties as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be a team player
- Exceptional interpersonal skills, must be comfortable communicating with industry partners at various occupational levels
- Must be comfortable and experienced in working with diverse populations
- Create and manage work plans and ensure up-to-date program reporting
- Must be skilled in networking and building relationships
- Strong presentation skills
- Ability to utilize technology (CRM) for daily work
- Exceptional computer skills
- Ability to strategically align stakeholders in developing a shared vision
- Self-starter who takes initiative
- Experience writing well-organized, data driven progress reports
- Ability to effectively manage multiple priorities
- Plan, coordinate, and assist with events focused on industry and community college needs
- Ability to work and manage projects independently in an unstructured environment
- Ability to professionally represent the community colleges and regional employer engagement team

#### **DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Associate's Degree or an equivalent combination of education and work experience.

Three years of work experience in education, job placement, career education programming, education, sales, business development or related fields.

#### **COMPENSATION:**

The starting salary for this full-time position is \$76,908 (Project Staff Salary Schedule 12), 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: This is remote position with frequent activities throughout the region. 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 Director of Strategic Partnerships.**

**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.

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**APPRENTICESHIP EMPLOYER RELATIONS LIAISON-PS17  
REGIONAL CONSORTIUM**

Under the direction of the Regional Apprenticeship Director, the Apprenticeship Employer Relations Liaison will support community colleges in San Diego and Imperial Counties to increase and improve employer engagement with the goal developing new and innovative registered apprenticeship and pre-apprenticeship programs (RAPs). Funded through a grant from the Irvine Foundation, the key metrics for success are:

- Support employers in the creation and implementation of community college affiliated RAPs.
- Convening partners, including at least 20 employers, in up to 4 industry sectors in the creation of new and/or expansion of existing RAPs over three years.
- Developing partnerships with at least 3 community-based organizations to ensure that at least 60% of apprentices served represent priority populations, including opportunity and/or justice-involved youth, women and BIPOC incumbent workers, and military-affiliated individuals.

The Program Coordinator must be someone who is passionate about increasing social mobility for community college students, workforce and economic development and connecting industry to education. The Program Coordinator will be assigned to the Regional Consortium team and will be employed by the Foundation for Grossmont & Cuyamaca Colleges. This position is funded through June 2027 to support work funded by the James Irvine Foundation.

For more information about Career Education programs in the San Diego and Imperial Counties region, visit [careered.org](http://careered.org).

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Work with the Regional Apprenticeship Director and leaders at the colleges to create and carry out a plan to increase RAPs for career education students into high-wage, high-demand careers. Identify equity gaps implement strategies to increase student/apprentice outcomes.
- Develop and maintain relationships with new and existing industry, community college and community partners to create and support RAPs that provide students with “learn-and-earn” paid on-the-job training (OJT) opportunities that align with Career Education programs at the college.
- Collaborate with regional and community college teams to strategically engage partners including key faculty, student services personnel, employers, K-12 partners, intermediaries, Employment Development Departments, Workforce Investment Boards, trade/industry associations and other relevant partners.

- Utilize labor market information to strengthen and develop relationships with current and future employers and industry partners.
- Understand and effectively communicate the benefits of collaborating with community colleges to develop RAPs, and collect data from employers related to job requirements and skills.
- Serve as the liaison between community college, employers, industry, and community in coordinating and promoting RAPs aligned to community college career pathways.
- Collaborate with agencies, intermediaries, and partners, e.g. IACA, CAC, DAS, DOL, SDWP, LAUNCH, related to apprenticeship and inform key partners of important information.
- Identify opportunities for funding through grants and other funding sources, e.g., CAI, COYA, and AIF.
- Provide project management related to meeting grant deliverables, such as, provide data, conduct research, manage projects, create schedules, and providing other relevant information pertaining to apprenticeship development for internal and external partners.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be a team player
- Exceptional interpersonal skills, must be comfortable communicating with industry partners at various occupational levels
- Must be comfortable and experienced in working with diverse populations
- Create and manage work plans and ensure up-to-date program reporting
- Must be skilled in networking and building relationships
- Strong presentation skills
- Ability to utilize technology (e.g., CRM) for daily work
- Exceptional computer skills
- Ability to strategically align partners in developing a shared vision
- Experience in utilizing and implementing project management principles and methods
- Self-starter who takes initiative
- Experience writing well-organized, data driven progress reports
- Ability to effectively manage multiple priorities
- Plan, coordinate, and assist with events focused on industry and community college needs
- Ability to work and manage projects independently in an unstructured environment
- Ability to professionally represent the community colleges and regional employer engagement team

**DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Associate's Degree desirable or an equivalent combination of education and work experience. Three years of work experience in education, job placement, career education programming, education, sales, business development or related fields.

Proven experience working collaboratively with employers and/or educational institutions coordinating apprenticeships, pre-apprenticeships, or related work-based learning projects or programs.

**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: This is remote position with frequent activities throughout the region. 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 Regional Director of Apprenticeship.**

**CONDITIONS OF EMPLOYMENT:**

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

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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.

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**PROJECT COORDINATOR-PS17  
K-16 COLLABORATIVE**

The Border Region Inclusive Talent Pipeline Collaborative is a team of education, workforce and economic development and industry stakeholders committed to improving the K-16 education system in the Border Region. Through collaboration and collective action, we will optimize opportunity for all students to transform their lives through education. We will leverage many partnerships to strengthen pathways to build a representative talent pipeline in business, tech, health and education sectors. This position will support the professional development components of the project.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Lead the professional development components of the grant serving high school and college faculty and staff.
- Coordinate 7-10 communities of practice to strengthen career pathways and improve support of students in the region. Monitor, adapt, evaluate and report on the results of communities of practice.
- Support the communities of practice in conducting an equity analysis of the identified sectors.
- Support the San Diego and Imperial Valley Economic Development Corporations with the preferred provider process.
- Create and maintain a resource network of training, professional development opportunities, best practices and collaborative partners to support education partners in improving programs.
- Support the K-12 districts in goal setting, planning activities, accessing resources to improve programs.
- With and through partner organizations, ensure that the project offers required professional development in areas including but not limited to inclusive supports, equity-minded teaching practices and high-tech and high-touch advising, early college credit.
- Develop and maintain relationships with critical partners in San Diego and Imperial Counties including County Offices of Education, regional economic development agencies, workforce board, community organization, consultants and employers.
- Collaborate with project staff to engage stakeholders including key faculty, student services personnel, employers, K-12 partners and other relevant partners.
- Support the project in startup and growth phases.

- Manage required registration processes, maintain contacts lists.
- Market communities of practice and professional development.
- Manage projects and budgets.
- Support the team in grant reporting.
- Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent written, verbal and interpersonal communication skills
- Must be a team player
- Must be comfortable and experienced in working with diverse populations
- Create and manage work plans and ensure up-to-date program reporting
- Must be skilled in networking and building relationships
- Strong presentation skills
- Excellent computer skills
- Ability to strategically align stakeholders in developing a shared vision
- Self-starter who takes initiative
- Ability to effectively manage multiple priorities
- Plan, coordinate, and assist with events
- Ability to work and manage projects independently in an unstructured environment
- Ability to professionally represent the project in the community

**DESIRED QUALIFICATIONS FOR EDUCATION AND EXPERIENCE:**

Any combination equivalent to: A Bachelor's Degree with five years of experience in educational program implementation. Must have experience with working on workforce development and/or career education programs.

**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).

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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 K-16 Collaborative Director.**

**CONDITIONS OF EMPLOYMENT:**

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