

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 – Foster, Adoptive and Kinship Care Education – Grossmont College

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 (GCCCD), 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 an 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 HHS 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 administrative 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 a plus

DESIRED QUALIFICATIONS:

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

COMPENSATION & BENEFITS:

- The starting salary for this full-time position is \$57,216 (Project Specialist 7A), with fully covered benefits for employee and dependents.
- Annual salary step increases.
- 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: Office, campus, and off-site environment; driving or ride in a vehicle to conduct work; regular interruptions.

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

CONDITION OF EMPLOYMENT:

As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work. NOTE: Offers of employment are contingent upon successful fingerprint clearance.

APPLICATION PROCESS:

Please apply by April 14, 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 by including any related experience you may have, certifications you've obtained, or foreign language(s) spoken.

You may obtain the job opening notice at <http://www.gcccd.edu/auxiliary/auxiliary-employment/job-opportunities.html>.

**AN EQUAL EMPLOYMENT OPPORTUNITY-AFFIRMATIVE ACTION AND TITLE IX
EMPLOYER**