

*Edmonds Community College is committed to diversity, equity and social justice. The college values its talented, diverse workforce and seeks to attract, hire, and support employees who consistently and actively embrace diversity and equity. We are intentional about social justice – the active engagement toward equity and inclusion that addresses issues of institutional, structural, and environmental inequity, power and privilege.*

**PROGRAM SPECIALIST – BFET (Interim, 1 Yr)**

**OPENING DATE**: September 13, 2016

**CLOSING DATE:** September 27, 2016 at 6:00 pm Pacific Time

**SALARY:** $44,668 - $46,473 annually

**DESCRIPTION:** The BFET Program Specialist will manage student recruitment, intake, retention, advising, orientation, and transition to college-level courses and/or subsequent employment. This includes working with the Department of Social and Health Services (DSHS), community agencies, college faculty and staff to coordinate eligibility, registration, financial aid, tuition payments, and reporting student progress for income-eligible students pursuing a vocational career path through Basic Food Employment and Training (BFET) programs. Responsibilities will include:

* Providing information to students, staff and the community about BFET program.
* Knowledgeable of state and federal ABE/GED/ESL and Adult High School Completion program requirements, campus vocational certificate program requirements and student academic support services. Working closely with the campus advising department to obtain required education/training plans for BFET.
* Working closely with college financial aid to monitor Federal Financial Aid guidelines and grant funding requirements. Utilizing this knowledge to guide students in obtaining their financial aid.
* Coordinating related campus programs (Worker Retraining, Opportunity Grant, etc.) to maximize student resources.
* Certifying eligibility for childcare assistance through DSHS Working Connections Child Care.
* Monitoring student progress to program completion, college transition and/or subsequent employment in the DSHS electronic case note system.
* Completing weekly, monthly, quarterly and annual reports for DSHS and the State Board for Community and Technical Colleges (SBCTC) regarding program management, number of students served and outcomes.

This is an interim (approximately one year) exempt position reporting to the Director of the BFET Program. It is a grant-funded position with ongoing employment contingent upon continued funding.

For information on how to apply, please see **Application Procedures and Required Documents**, below.

**REQUIRED QUALIFICATIONS:**

* Bachelor’s degree in human services, social services, business or a related field.
* Two years of professional experience working with diverse populations, low-income clients or populations with significant barriers to employment.
* Ability to use a personal computer, Microsoft Office software and suite of Google services including email, documents and calendar.

**DESIRED QUALIFICATIONS:**

* Evidence of success working with learning disabled and low-skilled students, including experience in a higher education setting.
* Successful management of student case files.
* Experience with, or knowledge of, DSHS services related to low-income clients.
* Strong customer service skills.
* Strong teamwork skills.
* Experience in developing collaborative community relationships.
* Ability to organize and access complex information systems.
* Excellent verbal, listening, writing and problem solving skills, including the ability to make public presentations.
* Ability to work under pressure, prioritizing competing demands and remaining flexible.
* Ability to communicate in another language preferred.
* Expertise with word processing, spreadsheets and databases.

**PHYSICAL WORK ENVIRONMENT:**

Work requires ability to use a telephone, personal computer, and other electronic technology including expertise with word processing, spreadsheets, and databases. Work is typically performed in an office environment. Some outreach activities may require the use of a personal vehicle. The ability to speak, hear, and write effectively is required.

**COMPENSATION:**

The salary will be based on the current administrative/exempt salary schedule, with placement based on education and related experience. The salary range is $44,668 - $46,473. The college provides an outstanding exempt employee benefits package that includes 24 vacation days per year, a unique study leave benefit, and excellent medical, dental, life insurance and retirement plans.

**CONDITIONS OF EMPLOYMENT:**

* You must document your citizenship or employment authorization within three days of hire.
* Position is subject to a criminal background check.
* ***All new positions are contingent upon funding.***

**REQUIRED DOCUMENTS:**

**All applicants must apply online. No paper submissions or emailed materials will be accepted.** Your online application must include the following documents in order to be complete:

1. Cover letter addressing Required and Desired Qualifications.
2. Responses to supplemental questions (part of the online application and used in the screening process – please provide thorough responses).
3. Current resume.
4. Names and contact information for three references.
5. Two current letters of recommendation. (If you have these letters, please attach them to your online application. *If they are presently unavailable, do not send them to us*. Bring them with you if you are contacted for an interview.)
6. If you are a veteran and wish to claim veteran’s preference, please scan and attach your DD214 form.

**EDMONDS COMMUNITY COLLEGE:**

Established in 1967, Edmonds Community College is a public, two-year, state community college. It strengthens our diverse community by helping students access educational and career opportunities in a supportive environment that encourages success, innovation, service, and lifelong learning. It serves more than 20,000 students annually, including more than 1,400 international students from 62 countries. The college offers 68 associate degrees and 58 professional certificates in 29 programs of study. Its highest enrolled programs are the Associate of Arts/Associate of Science degrees, Paralegal, Allied Health (pre-nursing degree), Business/Accounting, Construction Management, and Culinary Arts. The college is located in the center of the growing south Snohomish County communities of Edmonds, Lynnwood, Mountlake Terrace, Brier, Mill Creek, Mukilteo, and Woodway. For more information, visit [www.edcc.edu](http://www.edcc.edu/).

**EEO/AFFIRMATIVE ACTION STATEMENT:**

Edmonds Community College is an equal opportunity employer and assures equality of treatment in educational and employment opportunities without regard to race, color, religion, national origin, sex (gender), disability, sexual orientation, age, citizenship status, marital status, veteran status, or genetic information. Applicants with disabilities who require assistance with the recruitment process may call 425-640-1470 or email [jobs@edcc.edu](mailto:jobs@edcc.edu) and accommodations will be made to the extent reasonably possible. The Human Resources Office is accessible to persons with disabilities.