



WORKFORCE DEVELOPMENT Program Coordinator

Department: Workforce Development Programs
Reports to: Workforce Development Programs Manager
F.L.S.A. Class: Non-Exempt
Step Range: 10/11

Position Summary

The Program Coordinator for the South Puget Intertribal Planning Agency (SPIPA) Workforce Development Programs (WFD) is responsible for program and process development, training, and reporting for WFD services under the WFD/477 Program Plan. The Program Coordinator must be able to understand, articulate and promote the Agency's vision and goals for WFD Programs when working with SPIPA Staff, Tribal Staff, and Community Partners. The Program Coordinator must also have the ability to seek, develop, and maintain positive partnerships with key stakeholders, employers, and vendors to assist staff in providing wrap-around services. The position is located at the SPIPA Intertribal Professional Center (IPC) and requires regular travel to offices in Kitsap, Lewis, Mason, Pacific, Pierce, Thurston, and Wahkiakum counties.

Responsibilities

- Works closely with the WFD Programs Manager, the Executive Director, and the Deputy Executive Director to understand program goals and expectations, assess program needs, develop and implement processes, and facilitate program and staff trainings for all WFD Programs services.
- Works closely with SPIPA staff, Tribal staff, and Tribal Communities to support the Workforce Development goals of the Agency and of the Tribes SPIPA serves.
- Assist in the design, development, and implementation of the expanding WFD Program by incorporating current and future services within the SPIPA WFD/477 Plan.
- Develop training manuals for work-based learning positions and coordinate training opportunities for those positions.
- Assess staff needs to create and facilitate trainings that assist in the understanding and application of a comprehensive Workforce Development Program.
- Research and coordinate training opportunities to help WFD staff maintain, develop and improve skills in Workforce Development program implementation that result in comprehensive Individual Success Plans (ISP) focused on client economic self-sufficiency goals.
- Routinely evaluate program processes and staff needs to make recommendations for continuous improvements.
- Participate in the development, revision, and training of WFD Program services policies and procedures.

- Obtain, organize, develop, and update training procedure manuals, guides, or desk aids.
- Present information using a variety of instructional techniques or formats that are successful with a variety of learning styles.
- Collect, evaluate, and assist with reporting requirements for all WFD Services.
- Develop, distribute, collect and analyze the data from client and staff surveys to obtain feedback on processes, programs, services, workshops, etc. that will be used in evaluating the program and or services being provided. Produce reports summarizing the survey data.
- Research and train staff on how to use Vocational/Career, Employment and Financial Assessments with their clients.
- Review, cross-check and approve/return client related paperwork for compliance and accuracy.
- Some supervisory responsibilities.
- Other duties as assigned.

Required Knowledge, Skills, and Abilities

- Previous successful experience and proven ability in program development, training techniques, encouraging positive program enhancement and growth, and program evaluation and reporting required.
- Demonstrated ability to work cross-culturally with Native American individuals and communities or other underserved populations.
- Two years of experience working in a Native American community preferred.
- Experience in building productive, positive, professional relationships and networks.
- Ability to work constructively in difficult situations and effectively resolve conflict.
- Ability to both work in a team environment and to make decisions and work independently.
- Strong computer skills with at least five years using Microsoft Office or similar software.
- Excellent writing, organization, and oral communication skills.
- Ability to independently travel throughout SPIPA consortium Tribal areas and to attend other events, such as in-state and out-of-state training and conferences, as needed.
- Possess a valid Washington State Driver's license and have proof of auto insurance.
- Pass a background investigation including confirmation of work experience and recognized successful program development ability.
- Two years' of direct supervisory or lead worker experience in evaluating and coaching coworkers and stakeholder staff to adopt and adhere to program best practices.

Minimum Education Requirements

- Bachelor's Degree in Education, Administration, Human Services or related field and three (3) years of professional work experience providing program development, training, and/or facilitating organizational change; **or**
- Associate's Degree in Education, Administration, Human Services or related field and five (5) years of professional work experience providing program development, training, and/or facilitating organizational change; **or**

- High School Diploma/GED Completion and seven (7) years of professional work experience providing program development, training, and/or facilitating organizational change.
- Two years' experience in the Workforce Development or Education and Training field preferred.

The WFD Program Coordinator, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate, engage, and work closely with all SPIPA programs to fully support the Agency's Vision, Mission, and Core Values in accordance with all Agency directives.

Essential Functions/Physical Abilities

Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting medium objects generally less than 20 pounds. Ability to safely operate a motor vehicle. Routine travel required to Consortium Tribe locations and required conferences and trainings.

Salary/Fringe Benefits

This position has a SPIPA range of 10/11 (starting at \$35.21 to \$38.70 per hour) with compensation depending on qualifications (based on 37.5 hours weekly). Benefits include medical, dental, vision, life insurance and agency contribution to a retirement program.

Confidentiality This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

Equal Opportunity SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium Tribes, federally-recognized Tribes or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

Drug-free Workplace: SPIPA is committed to providing a drug-free workplace for its employees, volunteers, and the communities it serves. This position requires successful completion of a pre-employment drug test.

To Apply: Complete a SPIPA Employment Application form **(See Resume is not sufficient for application material)** and send with cover letter describing how your qualifications make you a good fit for this position and resume including three work related references to:

Mickiel "Archie" Smith - Human Resources Manager
South Puget Intertribal Planning Agency
3104 SE Old Olympic Hwy
Shelton, WA 98584
archiesmith@spipa.org

**SPIPA Employment application is available online at <http://www.spipa.org> under
Job Opportunities or by calling (360) 426-3990**

Internal Screening September 27, 2023

Open until filled.