

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Regional Coordinator – Workforce Resilience Program

DEPARTMENT: Instruction / Continuing Education & Non-Credit Programming

REPORTS TO: Vice President of Instruction & Colorado Community College System (CCCS)
Workforce Resilience Program Director

SUPERVISES: N/A

FLSA: Exempt X Non-Exempt

DOCUMENT STATUS: New/Date: 10/31/2023 Revision # 1 Date: 11/01/2023

TRAVEL: Frequent travel within the Western service division is a requirement of this position.

SALARY: \$60,000.00 - \$70,000.00/year (Salary is commensurate with education and experience)

Excellent benefit package including retirement and health insurance is available.

SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month

COLLEGE-WIDE X **CAMPUS:** X **RANGELY** **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY

NOTE: This is a grant funded position through 12/31/2026

Focusing on rural community college service areas in the Western Region, the Regional Coordinator – Workforce Resilience Program collaborates with program staff to develop and implement policies and practices for successful program roll-out, data collection and analysis, and reporting; conducts stakeholder outreach and engagement with local businesses and workforce centers to build program awareness and subscription; administers local training grants to businesses and individuals in conjunction with community colleges; and provides technical assistance to grantees pertaining to grant application development, grant management, and reporting. This position reports officially to the Vice President of Instruction and collaborates with the Workforce Resilience Program Director at CCCS.

PRIMARY DUTIES

Program Development Collaboration – 25%

- Identify existing training vs. new programming opportunities.
- Identify and engage training providers, both at the colleges and with independent contractors.

- Build grant application, training monitoring, reporting, and grant closeout policies and procedures.
- Develop policies and procedures for workforce centers, colleges, and System office.
- Support Program Director with software implementation.

Stakeholder Outreach and Engagement - 25%

- Cultivate relationships with college stakeholders, local workforce centers, and local employers to build program awareness and subscription.
- Develop and implement an outreach and awareness-building plan.
- Conduct outreach to businesses, chambers of commerce, industry organizations, etc. in college service area to build Workforce Resilience Program awareness with a focus on rural businesses.
- Represent CCCS, college, and the Office of Economic Development and International Trade (OEDIT) at professional business and industry meetings, events, and conferences.
- Collaborate with Program Director on development of internal and external program communications strategies and collateral; disseminate collateral to stakeholders.
- Develop and maintain engagement tracking and outcomes documentation.

Local Grant Administration - 25%

- Manage approved grants in conjunction with colleges and grantees:
- Closely monitor training to ensure effective training development, implementation, and compliance.
- Complete and submit progress and grant status reports.
- Coordinate data collection and analysis.
- Collect and review grant activity backup evidence from grantees to ensure appropriateness, accuracy, and comprehensiveness.
- Coordinate training cost reimbursement process with grantees, training providers, and college.
- Coordinate with college fiscal office to ensure adherence to Workforce Resilience Program fiscal policies and procedures.
- Maintain grant records with CCCS and college grant management and fiscal policies and procedures.

Technical Assistance - 20%

- Assess grant eligibility of businesses and individuals interested in applying for Workforce Resilience Program funding.
- Assist business and individual grant applicants with training needs assessment, grant application development, training implementation, monitoring, and programmatic and fiscal grant management.
- Assist grantees with final reporting process, review all grantee reporting documentation, and submit grantee final reports to Workforce Resilience Program Director for review and approval.
- Coordinate site visits to grantee facilities.

Other duties as assigned - 5%

**Please note this description may not be all inclusive. An employee may be required to perform other work duties as assigned by supervisor or management. This position has been reviewed and met the appropriate exemption criteria in Colorado Revised Statutes 24-50-135 (1).*

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. Education and Training:

Bachelor's degree (Equivalent combination of education and experience in higher education, grant management, or workforce development may substitute for the degree).

2. Prior Related Experience:

A minimum of two years of related job experience in managing a broad-scale program.

3. Licensure/Certification: Must have a valid driver license.

4. Equipment Skills: PC, copier, printer, and other office equipment

5. Other Qualifications:

- ❖ Knowledge of higher education and workforce development integration, career pathways, and work-based learning/training concepts.
- ❖ Practiced in professional development, technical assistance, and/or training programs.
- ❖ Practiced in administering State, Federal, and/or private funds.
- ❖ Practiced in operationalizing projects from inception through completion.
- ❖ Strong stakeholder engagement skills.
- ❖ Success in implementing new policies, processes, and guidelines.
- ❖ Practiced in data collection and analysis.
- ❖ Success in drafting internal and external communications procedures and documents (manuals, reports, program promotion, newsletters, websites, etc.).
- ❖ Strong judgement and decision-making abilities.
- ❖ Ability to perform accurate work.
- ❖ Ability to effectively interface with internal and external program participants.
- ❖ Responsible, independent worker.
- ❖ Ability to adhere to deadlines.
- ❖ Ability to understand new concepts, synthesize information, and operationalize new program policies and procedures.
- ❖ Strong organizational skills.
- ❖ Strong/intermediate knowledge of Microsoft Word and Excel software.

PREFERRED QUALIFICATIONS

1. Education and Training: Master's Degree

2. Prior Related Experience: Three+ years of experience. Community college experience.

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Dean of Students and Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cnc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or angela.miller@cnc.edu.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Jennedy Drive Rangely, CO 81648
Phone: 970.675.3213

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than ½ hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing			X			
Walking			X			
Ability to be Mobile			X			
Crouching (bend at knees)		X				
Kneeling/Crawling	X					
Stooping (bend at waist)		X				
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing	X					
Balancing		X				
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.			X			
11 - 20 lbs.		X				
21 - 35 lbs.		X				
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.		X				
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person				X		
Talking on Telephone				X		
Hearing in Person				X		
Hearing on Telephone				X		
Vision for close work					X	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	X					
Operation of equipment, tools, vehicles		X				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____