



Tillamook Bay Community College

Tillamook Works Coordinator

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic, innovative, and responsible person to provide support for the Office of Instruction in conjunction with and support of the College's mission: to provide access to quality education in response to the needs of the community.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon: the county seat of Tillamook County. The county has a population of 26,000 and TBCC serves over 2,000 students annually.

Organizational Relationship

Reports to: Chief Academic Officer (CAO)

Term of Employment

Full-Time, 249 days per year.

Annual: position July 1 – June 30

Leave in accordance with current TBCC Policy and corresponding regulations.

General Statement

The Tillamook County Works (Internship/ Career Connected Learning) Coordinator position, under the general direction of Tillamook Bay Community College works as a community liaison, coordinating engagement opportunities and partnerships between local K-12 school districts, Tillamook Bay Community College, and industry/business partners.

RESPONSIBILITIES

1. Develop, manage, and implement systems and processes for the day-to-day Tillamook Works program operations including but not limited to: intern applicants, career readiness preparation, maintaining relationships with community and business partners, convening and facilitating TW Steering Committee.

2. Develops and facilitates county-wide, community building career connected learning events and programs, including, but not limited to paid and unpaid internship opportunities, job shadows, and overall career exposure opportunities.
3. Creates and maintains marketing program for county-wide internship opportunities for local school districts, industry/business partners, and community members and recruits youth candidates for internship positions.
4. Manages the recruitment and selection process for internship applicant placements in partnership with each Tillamook County school district.
5. Establishes new and maintains existing industry partnerships for internship program participants and career connected learning opportunities including Occupational Skills Training (OST) placements and College Workforce Experiences in all AAS degrees.
6. Builds relationships within intern applicants and finalizes intern cohort with continuous formal and informal career readiness coaching and training.
7. Supports the continuous evaluation and improvement of the Tillamook Works program.
8. Serves as a liaison for industry partners and school district partners; which includes the vetting of industry partners and coaching industry partners on youth/internship engagement.
9. Supports TBCC internal processes, certificates, and work related experiences and internship programs.
10. Supports the ESD, school district, and additional community development activities associated with Tillamook Works.
11. Coordinates professional development opportunities for intern cohorts.
12. Tracks intern performance data and provides references for interns.
13. Ensures that Tillamook Works is equitable and accessible to all members of the community with intentional outreach and recruitment for Alternative Education and Special Education programs.
14. Other similar duties as assigned

Required Qualifications

Education and experience

Associate's degree in related field required.

Preferred Qualifications

- Prior work in K-12/ Community College systems and community and economic development preferred.
- Bi-lingual/bi-cultural preferred.
- Bachelor's degree preferred

Knowledge, Skills, and Abilities

- Ability to engage cross-sector, community stakeholders; consistently operate within the framework of collegiality and teamwork in the workplace.

- Independent worker, entrepreneurial, self-starter, and results driven.
 - Excellent verbal and written communication skills, including the ability to speak to large groups of people.
 - Exemplary personal and professional leadership qualities.
 - Work collaboratively with and communicate effectively with staff and partners at all organizational levels
 - Must be able to establish and maintain cooperation, understanding, trust and credibility.
 - Ability to work with and effectively supervise a culturally, racially and gender diverse work team.
-
- Meet deadlines in the preparation of documentation such as tracking and reporting on benchmark goals related to activities specific to assigned duties
 - A level of computer literacy sufficient to use software such as word processing, spreadsheets and databases to produce correspondence, documents, and reports as required by the position.
 - Willingness to travel throughout Tillamook County and work various days and/or hours, as required.
 - Possess valid driver's license and automobile insurance
 - Prepare periodic reports.
 - At a minimum, it is required of every employee to be able to: use a computer terminal to log in to e-mail; read and create e-mail messages; access the intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; and utilize department specific data entry and/or work order software to facilitate departmental tasks.

Physical Requirements

Position is primarily indoor office working environment. Position may require the employee to lift up to 35 pounds unassisted, stand for periods of time during work shift, stoop, crouch or bend, or perform other, similar movements to carry out job functions. Supervision may include indoor and outdoor working environment. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation, or to otherwise demonstrate or explain how they can perform the functions listed above. Travel is required for this position.

Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description patryan@tillamookbaycc.edu

Applications may also be mailed to:

Tillamook Bay Community College
Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141

To print application go to <http://tillamookbaycc.edu/tbcc-employment-opportunities/> and choose the staff application packet.

Position Open until filled

First review of applications: February 7, 2020

Compensation and Position Availability

This is a 1.0 FTE Exempt position. Salary is \$21.90/hour to \$23.38/hour DOE). Benefits are in accordance with Board Policy. Full employer paid PERS.