



# TILLAMOOK BAY

## COMMUNITY COLLEGE

**Position Title:** CTE and Apprenticeship Coordinator

**Department:** Instruction

**Work Type:** Full Time, 1.0 FTE

**FLSA:** Exempt

**Term of Employment:** July 1 - June 30, Grant Funded

**Compensation Band:** Grade 17

**Annual Salary Range:** \$49,891 - \$71,133

**Initial Placement Salary:** \$49,891 to \$57,837 based on qualifications, experience, and internal equity. Higher salaries by approval of the President only.

**Organizational Relationship:** Reports to an Instructional Dean.

**Location:** Tillamook, OR

**College and Area Information:**

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 nearly 2,000 students per year.

Tillamook, Oregon is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

**Vision, Mission, and Values:**

*Vision:* TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

*Mission:* TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

*Values:* Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

**Relationship-Oriented**  
**Innovative**  
**Student-Centered**  
**Equitable**  
**Scholarly Excellence**

**TBCC Equity Statement:**

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

### **CTE and Apprenticeship Coordinator:**

The Career & Technical Education (CTE) and Apprenticeship Coordinator is responsible for the design, development, implementation, and coordination of services to individuals, employers, local apprenticeship committees, and community organizations for the purpose of increasing the number of students participating in CTE, apprenticeship, and internship activities. The incumbent will market the program; act as liaison among schools, business, industry, and labor; provide case management support for students currently enrolled in the program including, advising, career exploration, and advocacy.

### **Essential Job Functions:**

#### **Major Areas of Responsibility**

- I. Instructional Quality and Support
- II. CTE, Apprenticeship, and Internship program coordination
- III. Data collection and continuous improvement
- IV. Maintenance of student files for audit
- V. Program compliance with state and federal agencies

#### **Specific Responsibilities**

- Serve as secondary point of contact for high school and college CTE administrators, department chairs, and state education staff.
- Lead the coordination of apprenticeships, and internships, ensuring alignment with career pathways and industry standards.
- Provide comprehensive student advising on program requirements, career exploration, and support services.
- Monitor and support students' and apprentices' career development and academic progress.
- Collaborate in creating and distributing marketing materials and conducting outreach presentations to promote CTE programs.
- Facilitate professional development for CTE educators and contribute to curriculum development in line with industry needs and educational standards.
- Manage grant proposal development and administration, ensuring adherence to Perkins Guidelines and financial laws.
- Conduct program reporting, maintain student records, and perform data analysis for continuous improvement.
- Maintain compliance with Joint Apprenticeship and Training Committee (JATC) policies and procedures, organize committee meetings, and handle all related administrative tasks.
- Build and maintain relationships with industry partners, educational institutions, and workforce development entities.
- Actively participate in relevant committees, professional associations, and state meetings to advance program goals.
- Conduct market research on employment trends, report on program outcomes, and manage updates and revisions to program proposals as needed.

#### **Knowledge, Skills, Abilities:**

- Strong writing skills.
- Effective presentation skills.
- Strong organizational skills.

- Ability to work independently and in a self-directed manner.
- Ability to handle multiple priorities in a multi-tasking environment.
- Ability to carry out confidential tasks or manage situations with tact, sensitivity, and discretion.
- High degree of professionalism and service orientation with respect to the quality of work and interaction with others.
- Flexible and able to coordinate multiple complex activities, set priorities and work independently under deadline with attention to detail.
- Ability to work in an environment where ambiguity is not uncommon and where development and implementation phases may occur simultaneously.
- Ability to exercise critical human relations skills in establishing and maintaining effective working relations with the College community.
- Skilled in the supervision of others.
- Ability to speak articulately on behalf of the college and represent the college in the community.
- Demonstrated sensitivity and experience working with individuals from diverse backgrounds.

### **Qualifications:**

#### **Minimum Qualifications:**

- Associate's degree OR any satisfactory combination of work, education, training, or experience relevant to the position.
- Evidence of strong organizational skills
- Project/program management experience
- Must pass a pre-employment criminal history background investigation.
- Must be able to work evenings or weekends periodically.
- Access to transportation to attend meetings throughout Tillamook County regularly and to attend statewide meetings periodically.

#### **Preferred Qualifications**

- Bachelor's degree in a related field
- Experience working in an educational setting
- Experience working in workforce development

#### **Benefit Information:**

TBCC provides excellent benefits, including medical, dental and vision insurance, as well as paid leave, long-term disability and accidental death insurance. Paid leave includes vacation, sick, holiday and personal leave. TBCC pays all contributions to Oregon PERS. Tuition waiver for eligible employee, spouse, or dependents. Optional benefits include flexible spending, health spending, additional life insurance and other supplemental insurances as well as 403(b) retirement accounts.

#### **Equal Opportunity Employer:**

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact Human Resources, 4301 Third Street, Tillamook, OR. (503) 842-8222 ext. 1021.

#### **Application Information:**

To apply go to <https://tillamookbaycc.edu/about-tbcc/jobs/> and click on the application

link. 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 to: [hr@tillamookbaycc.edu](mailto:hr@tillamookbaycc.edu).