



TILLAMOOK BAY

COMMUNITY COLLEGE

Position Title: Workforce Development Support Specialist

Department: CTE/Workforce Development

Work Type: Full Time, 1.0 FTE

FLSA: Non-Exempt

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

Compensation Band: Grade 13

Salary Range: \$20.61 - \$29.38 Hourly or \$41,045.36 – \$58,520.87 Annually

Based on qualifications, experience, and internal equity.

Organizational Relationship: Reports to the Executive Director of Workforce Development

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.

Workforce Development Support Specialist:

The Workforce Development (WD) Support Specialist will put their experience and enthusiasm to use by supporting the administrative efforts of the Workforce Development program. This position will effectively provide skilled administrative support to current and potential apprentices and business owners. This position also requires an organized, flexible, self-starter who enjoys helping things run smoothly and efficiently.

Essential Job Functions:**Office Support**

- Maintains Executive Director's calendar.
- Coordinates and schedule meetings with faculty and community members.
- Attends meetings as needed as a support person.
- Assists Workforce Development with compilation of materials and setup for meetings and trainings.
- Under the direction of the Executive Director, composes, edits, proofreads, and distributes communications both internally and externally.
- Assist in the development of Workforce Development promotional materials.
- Work within the college ERP program to assist the Executive Director in budget development and tracking.
- Maintain and update grant data related to apprenticeship and workforce development

Program Support:

- Assist in the identification, pursuit and preparation of industry, government and/or not-for-profit foundation and other organizational or individually funded grants and other funding sources.
- Prepares agendas and attend meetings as a support person.
- In collaboration with the Executive Director, document department strategic planning and change management.
- Perform all other related duties as assigned.

Knowledge, Skills, and Abilities

- Willingness and desire to work with others to achieve positive results.
- Knowledge of accounting, business administration, and information technology.
- Knowledge of general business operations and experience working within or understanding various local industries.
- Knowledge of a variety of computer software and social media platforms.
- Skilled in using technology to manage data, including database applications.
- Skilled in time management with a proven ability to meet deadlines.
- Skilled in continuous learning and improvement
- Ability to manage situations with tact, sensitivity, and discretion.
- Ability to professionally represent the department with partners and deliver exceptional customer service with a collaborative attitude.

- Ability to communicate complex information clearly, both written and orally.
- Ability to listen and act on feedback, with excellent interpersonal skills.
- Ability to foster a culture of equity and inclusion with a diverse community population.

Qualifications:

Minimum Qualifications

- Associate's degree OR any satisfactory combination of work, education, training, or experience relevant to the position.
- 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.

Benefit Information:

TBCC provides excellent benefits, including medical, dental and vision insurance, as well as generous 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 available 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 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, Oregon, Phone (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. **Open until Filled.**