



# Job Announcement

## HUD HSIAC Activity Specialist

Full-Time/Grant-Funded Exempt Position

**Salary:** \$35,000 - \$40,000 Annually

**Recruitment Availability:** **Open Date:** November 10, 2009 **Close Date:** December 9, 2009

**Benefits:** Excellent fringe benefits including health, vision, and dental insurance for entire family (requires employee contribution), optional life insurance, long term insurance, and retirement benefits for employee.

The United States Department of Housing and Urban Development (“HUD”) Hispanic Serving Institution Assisting Communities (“HSIAC”) Activity Specialist will be responsible for implementing and carrying out activities to meet grant objectives focused on promoting Downtown Pasco commercial revitalization and providing workshops and training for its business owners. The Activity Specialist will collaborate with student/faculty groups, recruit local Downtown Pasco merchants to work on projects, and work with regional business partners to increase retail traffic to the Downtown Pasco commercial district. The Activity Specialist reports to the HUD HSIAC Director and is an integral member in ensuring the project is making appropriate progress and is completed in a timely manner.

### **PRIMARY RESPONSIBILITIES**

- Actively recruit and develop outreach activities for workshops, trainings and education seminars for business owners;
- Act as a liaison between business owner participants and the City of Pasco to ensure the project is progressing as scheduled and in full compliance with requirements;
- Prepare and submit monthly progress reports to the HUD HSIAC Director regarding the status of objectives and tasks;
- Coordinate activities/events in a manner that will facilitate maximum effectiveness and utilization of program resources, including personnel;
- In coordination with the HUD HSIAC Director, assist in the compilation of data and preparation of fiscal and technical reports relating to the project for the U.S. Department of Housing & Urban Development;
- Conduct one-on-one advising sessions with program business participants;
- Comply with all requirements of the grant, as well as the policies and procedures of CBC and the respective business partners working with the project;
- Provide other required documentation to meet federal program requirements; and
- Perform other related duties as assigned.

### **COMPETENCIES**

- **Outreach:** Familiarity with the Community College Mission; and familiarity with CBC programs, policies, and procedures.
- **Communication:** Demonstrates interpersonal communication skills, writing skills, and public speaking abilities; and able to communicate effectively with parents, students, staff, faculty and various administrators.
- **Project Management:** Develops project plans; communicates changes and progress; and completes projects on time.

#### **CBC HUMAN RESOURCES OFFICE**

EEO/Veteran/Disabled Employer & Educator

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- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; puts success of team above own interests; able to build morale and group commitments to goals and objectives; and supports everyone's efforts to succeed.
- **Leadership:** Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; and gives appropriate recognition to others.

## REQUIRED QUALIFICATIONS

- Bachelor's degree in Business or related field and/or five (5) years experience working with businesses;
- Bilingual in English/Spanish; and
- Strong personal computer skills and proficiency in Microsoft Office software.

## DESIRED QUALIFICATIONS

- Experience in community development or planning.

## TERMS OF EMPLOYMENT

This position is available immediately and is a twelve (12) month per year, full-time exempt position. The work hours for this position are Monday through Friday from 7:30 a.m. to 4:30 p.m.; however, working hours may vary due to work demands, summer schedule, and some evening and weekend work as required.

PROCESS NOTE: In accordance with the Child/Adult Information Act, RCW 43.43.830, the candidate selected for hire will be subject to a Criminal History Background Check as a consideration of employment.

CONDITIONS OF EMPLOYMENT: In the interest of providing a healthy, safe and secure educational and work environment, and in order to meet the requirements of federal legislation, it is the policy of Columbia Basin College to maintain an alcohol and drug-free workplace for our employees and students.

### PHYSICAL REQUIREMENTS:

- Ability to sit and stand for long periods of time;
- Frequent need for oral, written and auditory communication;
- Frequent use of computer and mouse;
- Occasional need to lift at least 20 pounds; and
- Occasional need to travel.

## APPLICATION PROCEDURE

Applicants must submit the following in order to be considered for the position:

1. Completed Columbia Basin College Application for Employment.
  - a. Signed Affirmative Action Data Form.
  - b. Applicant Notification & Disclosure Statement (Background Check).
  - c. Department of Retirement Systems Retirement Status Form.

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2. Cover Letter/Introductory Letter that addresses why you are interested in the position and how your background, training, and/or experiences qualify you for the position.
3. Current detailed resume of experience, education, and professional training.
4. Three (3) current letters of recommendation. All letters must have been **written within the last year, be signed and dated**, and be from a person having firsthand knowledge of the applicant's professional qualifications. Letters should address how the applicant's qualifications and experience relate to the position. Letters may be faxed directly to the College at (509) 544-2029.
5. A copy of your transcripts. Unofficial transcripts are acceptable.
  - a. **Note: If you are hired, you will need to provide official transcripts at that time.**

All application materials must be picked up, sent from the CBC Human Resources Office by U.S. Mail, or downloaded from our website at <http://www.columbiabasin.edu/jobs>. For further inquiries, please contact Jessica Miller in the Human Resources Office at (509) 542-4833. All application materials must be received in the Human Resources Office no later than 4:30 p.m. (PST) on the closing date. **Only completed applications will be forwarded for consideration by the Screening Committee.**

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate authorization to work in this position as required by the Immigration Reform Control Act of 1986.

Columbia Basin College operates under an approved affirmative action plan and encourages applications from persons of color, women, veterans and persons of disability. The Human Resources Office is accessible to those with disabilities. If you need accommodation in application or employment, contact the Human Resources Office at (509) 542-4833.

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