

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.
A Private Nonprofit Corporation

The **SBWIB, Inc.** is an equal opportunity employer.

Quality Assurance and Compliance Coordinator Job Announcement

Summary

We are looking for a responsible Quality Assurance and Compliance Coordinator to join our team. Our ideal candidate has previous experience managing contracts, is analytical, demonstrates a strong attention to detail along with the ability to implement policies, procedures and contracts. Ultimately, the Quality Assurance and Compliance Coordinator will be responsible for managing training providers and ensuring their documents and contracts are up-to-date and conform to legislative requirements while meeting our company goals.

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of anytype.

Salary & Benefits

This is a full-time position (40 hours/week) with a starting wage of \$25.03. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 75% health cost employer covered medical cost, sick and vacation time, holidays and a **competitive 401k plan**. All full-time employees are invited to participate in the company's health benefits package after completing the 60 days of employment. The employment probationary period is 6 months. Some of the beneficial perks offered at SBWIB Inc. are '**student loan forgiveness**' (**PSLF**) as we are a participating 501 (C) 3 non-profit. Our organization also pays up front for travel and hotel expense to any workshops, events, seminars, or meetings that are a distance outside of the norm to travel to.

Minimum Qualifications

Graduation from an accredited college with a degree in Business Administration or other related field and at least 1 year of experience in a similar position (experience may be substituted for education on a year-for-year basis); Must have great analytical and organizational skills; must have good communication, writing, and reading skills; should also have good working knowledge of administrative procedures, as well as various computer applications and programs. Must also be able to work collaboratively and positively with others, have the ability to manage multiple tasks and projects in a timely manner and work well under pressure.

Essential Duties and Responsibilities: Under the direction of the Contracts Manager, the duties of the Quality Assurance and Compliance Coordinator include, but are not limited to, the following:

- Assist in the preparation and review of training provider contract proposals for public institutions, for-profit vocational schools and non-profit organizations.

- Ensure that training provider proposals are properly evaluated based on SBWIB criteria.
- Secure necessary approvals and ensure that the standard procedures are followed.
- Conduct site evaluations of new training providers.
- Conduct monitoring evaluation visits of approved training providers to ensure continued compliance with SBWIB criteria and with state, federal and local laws.
- Assist in resolving complaints and issues related to contract performance.
- Draft and negotiate contracts for all assigned training providers.
- Ensure that files are maintained with required documents for all assigned training providers.
- Maintain online databases (ETPL and I-TRAIN) of training providers, including entering, reviewing and updating data of approved sites and training programs for assigned training providers.
- Provide assistance to potential training providers via phone, email or in-person to assist in completing contract proposals.
- Compile quarterly activity reports for assigned training providers.
- Provide clerical support to Contracts Department as necessary.
- Other duties as assigned.

Working Conditions

Employee may be required to spend the majority of the day walking, standing, sitting at a desk and traveling to other office locations, with some lifting and bending. Must have excellent time management skills, be able to work well under stress and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must.

How to Apply

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org.

