

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

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

Program Compliance Coordinator (Procurement Unit)

JOB ANNOUNCEMENT

\$28.01 - \$39.83

Summary

The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking an energetic, experienced, self-motivated, and well-organized Program Compliance Coordinator to join our Procurement Department. The Program Compliance Coordinator will be responsible for handling various tasks, including, but not limited to, ensuring compliance relating to Workforce Innovation and Opportunity Act (WIOA), Special Project Grants, processing of RFP/RFQs, facility and operating leases, developing policy and procedures and support with fund development. This person will interact with a multi-level of managers and support personnel within the organization. Our ideal candidate can multi-task and work well under sensitive deadlines; has previous administration and/or workforce development experience in managing contracts, is familiar with legal regulations and terms of use, is able to demonstrate strong attention to detail while analyzing contracts with an eye toward reducing errors and ensuring compliance. Ultimately, the Program Compliance Coordinator will be responsible for supporting and fulfilling departmental responsibilities and assisting the unit with successfully meeting goals. *This position is administrative in function.*

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 any type.

Salary & Benefits

This is a full-time, nonexempt position (40 hours/week), with a starting hourly wage commensurate with experience. Our Company offers a comprehensive employee benefits package, which includes 75% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. *Employer is eligible for student loan forgiveness (PSLF).* All full-time employees are invited to participate in the company's health benefits package after completing the 60-90-day employment introductory period.

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree in Business Administration, or a related field; at least two (2) years of experience working in a similar capacity or any satisfactory combination of experience, education and training which demonstrates the knowledge, skills and abilities to perform the below duties (education may be substituted by experience on a year-for-year basis). Must have great analytical and organizational skills; must be able to interpret law and policy; must have good communication, writing, and reading skills, and have good working knowledge of general administrative procedures. Reliable transportation with valid California Driver's License and insurance are required. Must also be able to successfully pass background and reference clearances and follow all safety protocols enforced by the Company and as listed under the below *working conditions*.

Required Skills

- Must demonstrate an increasing level of independence and ability to work with little to no supervision with great decision-making abilities;
- Must demonstrate interdepartmental support and teamwork through a supportive and collaborative approach;
- Must be capable of establishing good working relationships with staff and partners and effectively functioning in a professional work setting;
- Must possess the ability to excel at details, work well under pressure and have great problem solving skills;
- Must possess the ability to think quickly, strategically and implement and execute new ideas or potential solutions in a fast-paced environment without prompting;
- Must have great organizational skills and the ability to manage multiple tasks and projects in an efficient and timely manner and be flexible, versatile and/or tolerant in a changing work environment while maintaining productivity;
- Must have good verbal and written-communication skills;
- Must be proficient working with Microsoft Office software, including Outlook, Word, PowerPoint, and Excel and must be capable of learning and using virtual meeting platforms such as ZOOM, Teams, etc.

Essential Duties and Responsibilities

Under the supervision of the Procurement / Program Compliance Manager, the duties of Program Compliance Coordinator include, but are not limited to, the following:

- Assist in maintaining the tracking and progress of contracts/projects to ensure that performance objectives or delivery of services are met as contracted and that all deadlines and conditions described on contracts are met (e.g., payments and performance goals).
- Assist with conducting program monitoring of programs/grants, analyzes data, system controls, procedures and operational processes; ensures compliance with federal, state and local government requirements.
- Assist in developing and communicating plans of correction, including evidence of data compliance, regulatory standards, measures of success, and continued quality improvements.
- Maintain comprehensive project documentation, create and or develop plans, formats, narratives, and reports to present to grantors, boards, ad hoc committees, and/or management as necessary and upon request; and creating and maintaining local tracking and database systems.
- Assist with the preparation of project proposals, scope of work, timeframes, schedules, and budgets.
- Assist with program related research for development of grant proposals including labor market information, best practices, evidence-based practices, etc.
- Assist in preparing strategies and/or execute corrective action plans for nonconformance in a timely manner.
- Review and update ongoing and existing contracts log and insurance certificates.
- Perform administrative tasks and assist with contracting and procurement processes, including request for proposals, bid packages for distribution, and bid selections.
- Ensure responsive purchasing bids are solicited, price quotes are acquired and compared, issue purchases orders, monitor vendor performance and inventory control.
- Stay abreast of applicable laws, rules and regulation changes and ensure that all contracts, renewals, amendments and special requests or activities conform to guidelines as enforced by the Company and/or State and Federal governments.
- Assist in the preparation and coordination of meetings, trainings, and minutes.
- Provide other related support / duties as required.

Working Conditions

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. **Note:** Measures may change based on level of safety concerns. Employee may also be required to spend the majority of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management skills, must 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.