



**OLYMPIC COLLEGE**  
invites applications for the position of:

# Multicultural Services Program Coordinator

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**SALARY:**           \$17.24 Hourly  
                          \$2,999.00 Monthly  
                          \$35,988.00 Annually

**OPENING DATE:** 10/12/21

**CLOSING DATE:** 10/31/21 12:00 AM

**DESCRIPTION:**

The Program Coordinator will be responsible for supporting the efforts of outreach and recruitment for prospective students and the retention of current students. Promote an all-inclusive welcoming environment in the Multicultural Center. Assist in the development and implementation of new and existing innovative co-curricular programs.

**ESSENTIAL FUNCTIONS:**

- Coordinate with student employees and volunteers, the follow-up of inquiries from outreach events.
- Provides programming, training, and services that result in student learning, development, cross-cultural engagement, and community building for students from diverse ethnic-racial/cultural/multicultural backgrounds and heritages.
- Provide professional mentoring and advocacy support to assist in overcoming barriers or obstacles to retention and persistence.
- Assist students in becoming aware of their self-advocacy.
- Oversee and manage the daily operations of the Multicultural Center while providing excellent customer service to all guests.
- Provide program advertisement and program information internally and externally.
- Coordinate campus tours with student employees, Peer Mentors, and volunteers.
- Co-facilitate classroom visits as needed.
- Prepare required travel forms, serve as advisor or co-advisor for trips and conferences.
- Analyze and evaluate program data to ensure activities and services achieve stated objectives and outcomes.
- Prepare, organize, and update program data; ensure accuracy; compile data for quarterly and annual reporting.
- Monitor and reconcile program budgets ensuring fiscal accountability.
- Assist with coordinating performer/speakers and complete contracts for performers/speakers.
- Maintain the Multicultural Services page on the Olympic College website with newsletters, programs, conference dates, and core staff changes.
- Prepare bi-quarterly newsletter and event flyers.
- Print and post flyers on campus, on the website, on social media, and via email.
- Perform related duties as assigned.
- Lead, mentor, and train student employees, peer mentors, and volunteers.

**QUALIFICATIONS:**

**Minimum Qualifications**

- High school graduation or equivalent.

- One year of experience in the program specialty, human services, communications, or related field.
- Equivalent education or experience can be considered.
- Intermediate computer proficiency including word processing, spreadsheets, and databases, MS Office preferred.

### **Successful applicants will be able to**

- Demonstrate success working with individuals and groups representing a wide range of diverse cultural, geographic, and socioeconomic backgrounds.
- Ability to engage with sensitivity and awareness to the needs of diverse student populations.
- Demonstrate excellent customer service and strong interpersonal skills.
- Ability to work effectively and collaboratively in a team environment.
- Demonstrate proficient computer skills, social media platforms, and use of software and/or programs such as Microsoft Office Suite (Word, Excel, Outlook, Publisher, etc.) Trello and Constant Contact.
- Demonstrate excellent organizational skills with precise attention to detail.
- Maintain strict confidentiality and comply with FERPA.
- Demonstrate an understanding of and commitment to the Olympic College mission, diversity, and learning-centered climate.
- Uphold Olympic College's values and ethics necessary to create a positive climate.

## **ADDITIONAL INFORMATION:**

### **Conditions of Employment**

- Must pass a criminal background records check.
- Travel between the three Olympic College campuses is required.
- Annual in-state conferences and field trip travel may be required, multi-overnight stays may be required.
- **Per Governor Inslee's [Proclamation 21-14 \(Download PDF reader\)](#), state employees must be fully vaccinated no later than October 18, 2021. Your vaccine status will be verified at New Employee Orientation. Please reach out to the HR Office at [hr@olympic.edu](mailto:hr@olympic.edu) 360-475-7300 if you need information on medical or religious accommodation.**

### **Working Conditions**

This position requires punctual and regular attendance. This is in a typical office environment but may require the employee to move across campus. May require occasional travel and driving.

### **Physical Requirements**

Must be able to perform the essential functions of this position. The employee may be required to lift and carry equipment and supplies of up to 30 pounds. Must be able to work in a busy and social environment with repetitive motions through sitting and standing.

### **Terms of Employment**

This is a full-time classified position scheduled to work Monday through Friday. Flexibility in scheduling is required. The salary is \$35,988 annually which includes a generous benefits package to include: life, health, dental insurance, retirement, vacation & sick leave, and holiday pay. This position reports to the Multicultural Services Department Supervisor.

### **Application Process**

Complete application packages must include the following:

- Olympic Community College online application.
- Resume.
- Cover letter - In your cover letter please describe how your background and experience set you apart for this position.

*All application materials become the property of Olympic College.*

*For technical support, contact NEOGOV at 855-524-5627  
6 am and 6 pm Pacific Time, Monday-Friday.*

*Corrected or extended notices for this recruitment will be posted in the Human Resource Services*

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.olympic.edu>

Position #20-21-C32  
MULTICULTURAL SERVICES PROGRAM COORDINATOR  
CA

1600 Chester Avenue  
Bremerton, WA 98337  
360-475-7332  
(360) 475-7221

[jobs@olympic.edu](mailto:jobs@olympic.edu)

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### Multicultural Services Program Coordinator Supplemental Questionnaire

- \* 1. Which best describes your level of education?
  - High School Diploma or Equivalent
  - Some College
  - Associates Degree
  - Bachelors Degree
  - Masters Degree
- \* 2. How many years of customer service experience do you have?
  - None
  - Less than 2 years
  - 2-5 years
  - More than 5 years
- \* 3. Which best describes your level of computer competency?
  - None
  - Basic
  - Intermediate
  - Advanced
- \* 4. I understand that Washington state law (RCW 28B.112) requires applicants for employment in positions likely to involve direct ongoing contact with students in a supervisory role or position of authority to complete and sign a sexual misconduct declaration. Should I become a finalist for such a position at the College, I understand that I will be required to execute a declaration:(a) Disclosing whether I have been the subject of any substantiated findings of sexual misconduct in any current or former employment and whether I am currently being investigated for, or have left a position during an investigation into, a violation of any sexual misconduct policy at the my current and past employers, and, if so, providing an explanation regarding the situation; (b) Authorizing my current and past employers to disclose to the College any sexual misconduct I committed and to make available to the College copies of all documents in their personnel, investigative, or other files relating to any sexual misconduct, including sexual harassment, they determined I committed; and (c) Releasing my current and past employers, and employees acting on behalf of those employers, from any liability for providing information described in subsection (b). For purposes of this declaration, sexual misconduct includes, but is not limited to, unwelcome sexual contact, unwelcome sexual advances, requests for sexual favors, other unwelcome verbal, nonverbal, electronic, or physical conduct of a sexual nature, sexual harassment, and any misconduct of a sexual nature that is in violation of a postsecondary educational institution's policies or has been determined to constitute sex discrimination pursuant to state or federal law.
  - Yes
  - No

\* Required Question