

Number: GR000300

Date: January 6, 2008

A completed TCC employment application must be submitted to Human Resources, Administration Bldg., 444 Appleyard Dr., Tallahassee, FL 32304-2895 or email humres@tcc.fl.edu. Résumés are supplemental to the application. No supporting documents will be accepted after the release of applications to the Hiring Authority. Human Resources hours: 8 A.M.- 5 P.M., Monday- Friday.

TCC Staff Application www.tcc.fl.edu/human_resources/vacancy_information/tcc_employment_applications

**** APPLICATIONS WILL BE ACCEPTED UNTIL THE VACANCY IS FILLED ****

(Please note that applications received after January 25, 2008 may not received full consideration)

If you need an accommodation to participate in the application/selection process, please notify Human Resources; (850) 201-8510, TDD (850) 201-8491 or FL Relay 711.

TITLE: PROGRAM CONSULTANT

SECTION: Volunteer Florida

SALARY RANGE: \$35,000 - \$45,000 annually (funding under fiscal year contract between Volunteer Florida/TCC)

HOURS: 8 a.m.-5 p.m., Monday-Friday (hours may vary)

CONTACT: Human Resources (850) 201-8510, Fax (850) 201-8489 or visit our website at www.tcc.fl.edu

MAJOR FUNCTIONS: Responsible for providing technical assistance to sub-grantees, ensuring that sub-grantees provided high quality performance. Also, provides program-related training and guidance to sub-grantees. Conduct Quality Assurance reviews to provide assessment and identify technical assistance needs of sub-grantees. Assists in the development and implementation of Requests for Proposals and Applications for Commission funded programs and projects. Other related duties as assigned.

MINIMUM TRAINING/EXPERIENCE: Master's degree in social work, sociology, public administration, urban and rural development, education or a related field and at least two years of experience in program design/development, program administration, program evaluation, community development, volunteer management or related work. A bachelor's degree and four years of relevant experience may substitute for the required educational degree. A high school diploma or its equivalent and eight years of relevant experience may substitute for the required educational degree.

SUCCESSFUL APPLICANTS WILL DEMONSTRATE THE FOLLOWING: Must be able to demonstrate excellent communication skills using the English language, both orally and in writing. The position requires a high level of public contact on a national, statewide, and local basis. The incumbent must have strong interpersonal skills and be able to communicate orally and in writing with public officials, agency personnel, volunteers, and private business owners and employees. Knowledge of program design, implementation, and evaluation. Ability to provide assessment, training, and technical assistance to programs. Ability to assist in providing support in the Commission's grant management and reporting procedures. Ability to determine work priorities and follow through on assignments independently; think independently, prioritize needs, and work effectively with public and private non-profit agencies and organizations on a statewide basis. Ability to work as part of a team is essential and critical to this position. Ability to travel extensively on a statewide and national basis. This position requires knowledge of Microsoft Word, e-mail and the World Wide Web.

PREFERENCE: Preference will be given to veterans and spouses who are eligible under the Veterans' Preference Law. At time of application, submittal of Form DD214 is the minimum requirement for veterans' preference claim.

***** An Equal Opportunity/Affirmative Action Employer *****

Equal Opportunity will be afforded regardless of race, color, religion, national origin, political affiliation, age, an individual's disability, gender, or marital status. All persons are encouraged to apply.