SUPPLY CHAIN MANAGEMENT OUTREACH REPRESENTATIVE
(Center of Excellence) – This is a grant funded position
Part-time, temporary position

OPENS: SEPTEMBER 14, 2011  CLOSES: Open Until Filled

SALARY: 25.00 per hour

SCHEDULE: Maximum 1,000 hours per year

The Supply Chain Management Workforce Development project is a project of the Center of Excellence for International Trade, Transportation, and Logistics at Highline Community College. The main goals of the project are to create a positive image of international trade through promotion and outreach efforts, build awareness about supply chain management careers in the Puget Sound Region and the State through outreach and training programs, and establish career pathways for jobs via educational and training opportunities at partner educational institutions.

DESCRIPTION:
Reporting to the Supply Chain Management Coordinator, the Recruiter is responsible for conducting outreach, marketing and promotional activities as well as providing support for related training activities. In these efforts, the Recruiter will disseminate printed material and related electronic media that depicts international trade in a positive light as well as inform individuals of supply chain management employment, career, educational and training opportunities. The Recruiter will also assist the Coordinator with the provision of outreach training.

RESPONSIBILITIES:

- In collaboration with the Coordinator, implement an awareness campaign that depicts international trade in a positive light through the dissemination of printed and electronic media targeted at future and incumbent workers throughout the Puget Sound Region and, where appropriate, in the State.
- Identify target audiences for dissemination of information, including high school students, future and incumbent workers, related educational institutions, and workforce development organizations.
- Participate in and support networking activities related to the Supply Chain Management project.
- Assist with the updating of related Supply Chain Management/International Trade publications and promotional materials.
- Maintain computerized records of all contacts and referrals.
- Assist the Coordinator with other tasks/responsibilities as necessary.

MINIMUM QUALIFICATIONS:

- Associate’s degree with 1-3 years of documented experience in Outreach, Marketing or Related field.
- Excellent written and spoken communication skills as well as presentation abilities.
- Proficiency in Microsoft Office suite software.
- Detail oriented with exceptional organizational skills.
- Experience working with diverse populations.
- Valid driver's license and vehicle (mileage reimbursed by college).

**DESIRED QUALIFICATIONS:**

- Bachelor’s degree in related field.
- Knowledge of the supply chain management industry.
- Experience in training development and delivery.
- Experience working with higher educational institutions, with specific knowledge of the community college system, and the business community.
- Familiar with Marketing Strategies.

**APPLICATION PROCEDURES**

To be considered for this position, applicants must meet the minimum qualifications and complete an official Highline Community College application form (resumes will not substitute for the official application). Applications are available at [http://humanresources.highline.edu/job/job_listings.php](http://humanresources.highline.edu/job/job_listings.php).

Application materials may be emailed to [jobs@highline.edu](mailto:jobs@highline.edu) or faxed to: (206) 870-3773. Should you decide to fax your materials to us, please also submit original documents by mail: Highline Community College, Human Resources Dept. PO Box 98000, MS 99-200 Des Moines, WA 98198-9800. To view our web site, go to [www.highline.edu](http://www.highline.edu).

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If hired, you will be required to provide proof that you are either 1) a U.S. citizen, or 2) an immigrant whose status permits you to lawfully work in this country. All materials submitted become the property of Highline Community College and cannot be returned. Personal copies need to be made prior to submitting application materials to the Human Resources Department. Copying services are not provided by the Human Resource Office. Any corrections, modifications, or changes relating to this position announcement will be posted in the Human Resources Office, Building 9, Highline Community College.