



Department of
ADMINISTRATIVE SERVICES
Job Postings



Housatonic Community College

SNAP Grant Coordinator

CCP 16, 12-Month, **Temporary, Grant-funded**
Full-Time (35 hours per week)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THE PAGE!

Open To: The Public
Location: Housatonic Community College, Bridgeport, CT
Annual Salary: \$53,774.00 approximate annual salary with full benefits package.
Closing Date: Application materials must be **RECEIVED** on or before **August 14, 2016**.
Substitution Allowed: Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Anticipated Start Date: September 2016

Minimum Qualifications: Bachelor's Degree and two years of experience as a case manager in a job training facility or faculty member or administrator in higher education. The successful candidate will have demonstrated knowledge and abilities in the following areas:

- A track record of implementing state and federally funded grant programs
- Working with multiple constituencies and to collaborate with faculty, employers, partner agencies and college staff
- Strong technology and communication skills (both written and oral)
- Organizational and analytical skills
- Strong project, budget and case management skills
- An understanding of the mission of the community college
- Experience working with participants in workforce training programs as well as traditional college students of varying abilities

Responsibilities: Under the supervision of the SNAP Grant Manager, the SNAP Grant Coordinator will serve as HCC's grant liaison to the CT DSS SNAP division which includes participating in all communications, calls, trainings and meetings. The incumbent will also be responsible for the coordinating of all aspects of the SNAP Program; coordinating with the Dean of Student Affairs and student support staff to ensure student support; overseeing development of systems to market the program and recruit students, assess their prior learning experience, find their career paths, and guide them to the right program; conducting a thorough project evaluation in compliance with program requirements and create a plan and identify sources for program sustainability; researching, writing, editing, and preparing grant program reports/budgets. The SNAP Grant Coordinator is required to serve on assigned committees and/or task forces and attend and participate at convocation and commencement ceremonies, department and special meetings, and state-mandated trainings, which may include evening and weekend hours.

Application Instructions: Submit a **letter of interest, current resume, and completed (typed) [ConnSCU Board of Regents Employment Application](#)*** to:

INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.

Human Resources Department
SNAP Grant Coordinator Search
Housatonic Community College
900 Lafayette Boulevard
Bridgeport, CT 06604, or

Apply through the HCC Careers Portal by clicking [here](#).

*Available online in [MS Word](#) and [PDF](#) format. (Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check.

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Theresa Eisenbach, Equal Employment Opportunity Officer, 900 Lafayette Boulevard, Bridgeport, CT 06604, (203) 332-5013.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.