



Position Open Notice
BRIDGE Program Director
Full-time
Thatcher, Arizona

College and Area Information:

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Position Summary and Organizational Relationship:

The BRIDGE Project Director provides leadership, management, and oversight for Eastern Arizona College's BRIDGE (Building Rural Industry and Development through Guided Exploration) initiative funded through the Rural Postsecondary and Economic Development (RPED) federal grant. The Director will lead implementation of a regional workforce development strategy focused on strengthening employer engagement, expanding career exploration and career pathways, increasing paid work-based learning opportunities, advancing artificial intelligence (AI) literacy and workforce innovation, and improving educational and workforce outcomes across Graham and Greenlee Counties.

The BRIDGE Director reports to the Director of Grants and serves as the primary administrator for project activities, ensuring achievement of grant objectives, compliance with federal requirements, strong stakeholder engagement, effective evaluation, and long-term sustainability of project outcomes. **The position is funded and its continuation is contingent upon continued grant funding.**

Required Qualifications:

Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- Bachelor's degree in education, business administration, public administration, economic development, or a related field.
- Experience supervising employees, providing leadership to collaborative teams.
- Experience managing budgets, reports, and contracts.
- Familiarity with workforce development systems, career and technical education, apprenticeships, and work-based learning models.

Preferred Qualifications:

- Master's degree in a related field.
- Experience managing grants, or federally funded programs, including federal grant compliance and reporting requirements.
- Three or more years of progressively responsible experience in project management, workforce development, education administration, grant management, or a related field.
- Demonstrated success developing and sustaining partnerships among educational institutions, employers, government agencies, and community organizations.
- Three or more years engaging with workforce development systems, career and technical education, apprenticeships, and work-based learning models.
- Experience implementing technology-based solutions or innovative practices in workforce development, education, or economic development.

Essential Functions:

Project Leadership and Administration

- Provide strategic leadership and day-to-day management of the BRIDGE project.
- Develop and oversee project plans, budgets, timelines, performance measures, and required reports.
- Ensure compliance with federal grant requirements and achievement of project goals and outcomes.

- Coordinate project staff, consultants, and partner organizations.
- Lead evaluation, continuous improvement, and sustainability planning efforts.

Employer Engagement and Workforce Partnerships

- Build and maintain partnerships with employers, workforce agencies, economic development organizations, schools, and community stakeholders.
- Lead employer capacity-building initiatives, including workforce leadership training and employer engagement programs.
- Conduct workforce needs assessments and facilitate employer input to identify workforce priorities and skill gaps.
- Expand employer participation in internships, apprenticeships, job shadowing, service learning, and other work-based learning opportunities.
- Support regional workforce strategies that strengthen talent pipelines and economic development.

Explore & Engage, Experience, and Evolve Initiatives

- Lead implementation of BRIDGE's Explore & Engage, Experience, and Evolve initiatives.
- Oversee expansion of career exploration activities, paid work-based learning experiences, apprenticeships, workforce microcredentials, and employer-sponsored talent development initiatives.
- Collaborate with K-12, career and technical education, and postsecondary partners to strengthen career pathways, dual enrollment participation, and transitions to college and employment.
- Lead AI literacy, workforce technology, and future-ready workforce initiatives for students, faculty, employers, and community partners.
- Support faculty innovation, professional development, and curriculum enhancements aligned with regional workforce needs.

Student Success and Regional Workforce Development

- Coordinate student advising, career navigation, and support services that improve retention, completion, transfer, and employment outcomes.
- Reduce barriers to participation in career development and work-based learning opportunities.
- Establish and facilitate the BRIDGE Regional Workforce Network to strengthen collaboration among education, workforce, business, and community partners.
- Promote data-informed workforce planning and alignment with regional and state workforce priorities.
- Monitor participant outcomes and support continuous improvement of student success initiatives.

Data, Evaluation, and Reporting

- Develop systems for tracking participant, employer, and project outcomes.
- Monitor labor market trends and workforce data to inform decision-making and program improvements.
- Coordinate evaluation activities and collect feedback from students, employers, faculty, and partners.
- Prepare reports, presentations, and required grant documentation.
- Document and disseminate project outcomes, best practices, and scalable workforce development models.

Knowledge, Skills and Abilities:

May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Strong communication, organizational, interpersonal, and problem-solving skills.
- Ability to work independently, exercise sound judgment, and collaborate effectively with colleagues and community partners.
- Ability to coordinate multiple projects, manage competing priorities, and meet established deadlines.
- Ability to work effectively with individuals from diverse backgrounds, including those in rural communities.
- Organized thinker with exceptional attention to detail.
- Excellent communication skills, both verbally and in writing.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Excellent customer service skills.
- Ability to handle sensitive information and maintain confidentiality.
- Ability to use Windows electronic communication and information tools and Microsoft Office products and general office equipment.
- Excellent customer relations demeanor and skills.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Detail oriented with good computer, typing, and data entry skills.

Physical Abilities:

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Regular attendance is a necessary and essential function.
- Work is performed in an office environment.
- Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally to retrieve files and supplies; kneeling and occasional lifting of objects up to 15 pounds.

Working Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Work is performed in an office environment under general office conditions.
- Exposed to moderate noise levels.

Application Information:

Applicants should send a resume, a cover letter addressing each of the required qualifications and describing experience related to the position responsibilities, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire) and a signed copy of the EAC application form, available on EAC's website ([EAC Application Form](#)). Application materials can be emailed to careers@eac.edu or mailed to the address listed below:

Eastern Arizona College
Human Resources – SS 209
615 N. Stadium Avenue
Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.

Closing Date:

The position is open until filled. Review of applications will begin on **November 16, 2026**, and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is **\$69,320-\$75,386 (exempt) per current salary schedule**. The anticipated position start date is as soon as practical once the successful candidate is identified. **This position is funded and its continuation is contingent upon continued grant funding.**

Questions:

Human Resources Department
Voice: (928) 428-8915
FAX: (928) 428-2580
E-mail: Careers@eac.edu

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities.

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at <https://eac.edu/student-life/campus-safety.php>. A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at the EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ.

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.