



<b>Job Title:</b> Workforce Development Coordinator	<b>FLSA:</b> Non-Exempt
<b>Position Category:</b> N/A	<b>Status:</b> Part-Time, 19 Hours Weekly
<b>Position Classification:</b> N/A	<b>Duration:</b> 10 Months (1Aug-31May)
<b>Department:</b> Academic Services	<b>DBM Grade:</b> N/A
<b>Location:</b> Douglas Campus	<b>Wage Rate:</b> \$15.00 Hourly
<b>Position Number:</b> 1054	<b>Benefits:</b> Limited
<b>Direct Supervisor:</b> Associate Vice President for Converse County & Outreach (AVP-CC&O)	
<b>Indirect Supv:</b> Vice President for Academic Services	
<b>Date Effective:</b> July 1, 2018	<b>Date Reviewed:</b> June 28, 2018

**Job Summary**

The Workforce Development Coordinator’s primary responsibility is to interact and engage with Converse County businesses and organizations to establish and/or foster relationships and partnerships that lead to the creation of educational requirements, which the Douglas Campus can provide. This represents approximately 65-70% of the position’s total assigned duties and its main weight of effort. Other duties include create, coordinate, and ensure the efficient and effective execution of Community Education opportunities at the Douglas Campus for Converse County citizens. Finally, this position also provides aid, as directed, in accomplishing Douglas Campus and Academic Services goals and projects.

**Essential Functions/Duties**

1. Establish, develop, and manage partnerships with community based organizations, city and county agencies, and EWC that provides work readiness and training.
2. Coordinate and support workforce development planning, including needs assessment, service gap identification, program development and program implementation.
3. Manage enrollment and marketing processes of all workforce and community education courses.
4. Assess programs by observation, surveys, and other appropriate evaluation methods, and provide feedback and recommendations for program improvement.
5. Research initiatives and innovation in the areas of workforce development in Converse County and Workforce services, disseminate findings and use data to develop appropriate classes to benefit citizens of Converse County and surrounding businesses.
6. Work closely with College Relations to develop marketing materials and publications to promote workforce and community education offerings.
7. Attend Next Generation meetings as a representative of EWC and the Douglas Campus; maintain a Converse County perspective and report appropriate follow-up from meetings to AVP-CC&O.
8. All other duties as assigned of a similar or the same level.

### **Minimum Qualifications**

1. High School (HS) diploma or HS Equivalency Certificate, Associate degree preferred
2. Two years full-time work experience in sales, marketing, advertising, recruiting, or related area
  - a. Applicants with HS diploma/HSEC and proven related work experience less than two years will be considered
2. Previous work experience in an administrative, clerical, secretarial or related position
3. Good written and verbal communication, confident public presentation, and accurate record keeping skills
4. Three years computer work station experience and proficiency with MS Office applications
5. Current and valid state-issued Driver License

### **Work Environment**

Operates in a variety of offices, class/conference rooms, meeting locations, and local business facilities working and communicating with a diverse group of employees, students, and local community members. Working conditions vary but are primarily indoors and sitting at a desk during normal business/day shift hours. Typical workweek is Monday through Friday, four hours daily; actual hours are flexible between morning and afternoon. Some evening/nights work may be required; weekend duty is rare. Must be able to travel using College vehicle in/around Douglas and Converse County.

**NOTE:** The above statements are intended to describe the general nature and level of work assigned to this position. These duties are not intended to be an exhaustive list of all responsibilities, functions, skills and physical demands required by the position.