

POSITION ANNOUNCEMENT

Training Coordinator - JFS Workforce Opportunities

The JFS Workforce Training Coordinator is responsible for developing and implementing Employment and Training Services programs and projects as directed by the JFS Workforce Director to address the Comprehensive Case Management and Employment Program (CCMEP) objectives in the identified service region. Responsibilities include: liaison between Custom Training Solutions (CTS) and the area Job and Family Service (JFS) agencies, identify qualified CCMEP participants to enroll in employment and training services, coordinate with CTS team members to create employment and training services, assist with the development of policies to assure compliance with State and Federal laws, maintain and ensure confidentiality on all matters. Funding for this position is contingent upon continued partnership with area JFS agencies.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Must have a minimum of a Bachelor degree in Business, Education, or a Public Administration Discipline. A Master's Degree is preferred.
- A minimum of 2 years of demonstrated success working with JFS agencies implementing or recruiting participant for training and service programs.
- Preferred experience in the business operations of a public entity.
- Preferred experience working with business & industry personnel.
- Preferred experience working in a team environment.
- Preferred experience in preparing and delivering oral and written proposals.

Necessary Knowledge, Skills, and Abilities:

- Excellent verbal and written communications.
- Knowledge and understanding of the sales process.
- Ability to develop program and curriculum design.
- Ability to network and build relationships.
- Knowledge in computer and digital literacy.

A complete job description is attached.

Interested candidates should submit an application, cover letter, and updated resume in Word or PDF format, to careers@northweststate.edu using subject line "JFS Director."

Office of Human Resources
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 11/20/2017



POSITION TITLE: Training Coordinator - JFS Workforce Opportunities

DEPARTMENT: Custom Training Solutions

SUPERVISOR: Director - JFS Workforce Opportunities

GRADE LEVEL: IV

GENERAL PURPOSE

The JFS Workforce Training Coordinator is responsible for developing and implementing Employment and Training Services programs and projects as directed by the JFS Workforce Director to address the Comprehensive Case Management and Employment Program (CCMEP) objectives in the identified service region. Responsibilities include: liaison between Custom Training Solutions (CTS) and the area Job and Family Service (JFS) agencies, identify qualified CCMEP participants to enroll in employment and training services, coordinate with CTS team members to create employment and training services, assist with the development of policies to assure compliance with State and Federal laws, maintain and ensure confidentiality on all matters. Funding for this position is contingent upon continued partnership with area JFS agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Work with JFS agency staff to establish the strategy, program structure, service delivery model, and communications of CCMEP or other workforce programs.
2. Work with JFS agency staff to coordinate public assistance eligibility and work participation requirement.
3. Develop policies, procedures, program guidance and workflows for the Employment and Training Services programs
4. Assist with conducting outreach activities to agencies, organizations, employers and individuals to promote program services and to develop partnerships for service delivery including employment opportunities.
5. Review work of the CCMEP program staff and providers and recommend improvement strategies and other various related workforce activities as requested.
6. Recommends, hires, coordinates, and evaluates part-time instructors for training opportunities.
7. Recommends, hires, coordinates, and evaluates full-time and part-time staff for the JFS partnership initiative.
8. Conducts a variety of public relation functions on workforce programs; collaborates with

- other partners within the community.
9. Prepares reports to the agencies and the community on programs process, proposed changes, and unmet needs as requested.
 10. Attends various training sessions, video conferences, and workshops as required.
 11. Manages the accuracy and data input to the Customer Relationship Management software based on outreach initiatives.
 12. Other similar duties as assigned.

QUALIFICATIONS

Education and Experience:

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SUPERVISION EXERCISED

Supervisory duties for assigned full-time and part-time staff and instructors assigned to the JFS initiative.

RESPONSIBILITY FOR PUBLIC CONTACT

Position will interact, and do presentations for business & industry personnel, state and local officials, NSCC and other college personnel, and the general public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.