

# Northwest Workforce Council

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- [www.nwboard.org](http://www.nwboard.org) -

## Coordinator

### THE POSITION OVERVIEW

The Coordinator performs work to deliver employment and/or vocational training services to job seekers and workforce services to businesses. The Coordinator's job is to link between and within systems and industries in order to help individuals at all steps in their career path and become self-sufficient through employment.

- ❑ Ongoing coordination for trainees and job seekers including: recruitment, determination of eligibility, assessment, development of an employment and training plan and assistance with job search
- ❑ Services to meet businesses' workforce skill needs

### EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Case and WorkSource Resource Management:

- ❑ Assess and meet business customer's needs for a qualified workforce
- ❑ Assess skills, abilities, work history, educational needs, barriers, and employment goals of job seekers
- ❑ Assist individuals with gaining employment, career development, job search, work-based learning, student retention, successful completion of training, and career advancement activities
- ❑ Utilize customer information as a basis for the introduction of appropriate WorkSource Center job search resources and community services and resources
- ❑ Apply the principles of career guidance and vocational counseling to provide assistance in navigating a career path
- ❑ Work with training providers, worksites and employers to establish appropriate training or employment opportunities for customers

#### Systems Management:

- ❑ Understand the Northwest Workforce Council's strategic plan and its goals and strategies; governing state and federal policies, laws and regulations in order to meet system accountability and program performance goals
- ❑ Develop, manage and coordinate diverse program services with numerous agencies, business customers, educational institutions, and trainees simultaneously
- ❑ Independently manage personal schedule and maintain accountability for achieving individual program goals and outcomes
- ❑ Maintain written and computerized records in a systematic fashion, including timely reporting to support performance outcomes. Develop knowledge of community service/support agencies
- ❑ Build collaborative results-oriented partnerships and teams

### SKILLS, KNOWLEDGE AND EDUCATIONAL EXPERIENCE REQUIRED

Graduation from a four-year college with major course work in business, social sciences, counseling, vocational guidance, education or related field, or a combination of education and experience which provides:

- ❑ Knowledge of techniques for interviewing, motivating, and conducting occupational assessment, vocational guidance and counseling
- ❑ Knowledge in career information resources including electronic job search tools, basic skills required by employers
- ❑ Able to develop strategies that address business customer needs and job seeker capabilities
- ❑ Ability to facilitate group training and motivate job seekers using a formal curriculum and established learner objectives
- ❑ Ability to understand, assess and meet business customer needs
- ❑ Adapt easily to changing business needs, processes and work responsibilities of the employer

- ❑ Ability to demonstrate effective, independent problem solving skills
- ❑ Understand the basic principles of teamwork; knowledge of process improvement techniques
- ❑ Excellent written and oral communication skills, high degree of professional and personal organizational skills
- ❑ Proficient and accurate in MS Office, Internet, e-mail, and data collection systems

### **WORKING ENVIRONMENT AND ADDITIONAL REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are in addition to the essential functions and required skills:

- ❑ The Workforce Coordinator is an exempt, professional position with the Northwest Workforce Council which requires a full-time schedule. The employee is required to be present in the workplace on a regular and reliable basis. Normal business hours are Monday through Friday, 8:00 AM to 5:00 PM. Occasionally alternate schedule/hours as may be required to effectively execute duties of the position
- ❑ Work is conducted primarily in an office setting and will involve some travel within the region; employee to provide own transportation, with travel reimbursed at fixed federal or actual rates
- ❑ Valid Washington state driver license required with properly licensed automobile available during work hours
- ❑ During the six-month provisional employment period, the applicant must be able to perform the essential functions of job without any extended leave time
- ❑ The position requires a criminal background check as condition of employment

### **BENEFITS**

Salary starts at \$3,098.00 per month. Excellent benefit package includes employee medical and family dental insurance coverage, employee assistance program, long term disability insurance, paid vacation and sick leave, eleven paid holidays, and employer-funded 401K retirement plan.

### **APPLICATION PROCEDURE**

To apply, please submit the following to [HR@workforcenorthwest.org](mailto:HR@workforcenorthwest.org) or by mail to: Human Resources, Northwest Workforce Council, P.O. Box 2009, Bellingham, WA 98227:

1. A letter of interest identifying the position and location you are applying for
2. A resume
3. Contact information for two (2) professional references (minimum)
4. Typed or written response to the following three questions:
  1. What is your understanding of the Coordinator position and all that it entails?
  2. Why you are interested in the position?
  3. How are you are qualified for the position?

***Only those applications that contain the above required items (1-4) will be considered.*** It is NWC policy to verify information contained in all application materials.

Candidates whose qualifications most closely match the desired attributes will be invited to interview at their own travel expense. The process may include, in addition to an oral interview, a written exercise, a presentation and/or skills testing.

NWC reserves the right to extend application deadlines and to modify the selection schedule without notice, or to form eligibility lists for, or make appointments to other NWC positions with similar employment requirements. Position is open until filled.

Northwest Workforce Council is an Equal Opportunity Employer. Auxiliary aids and services are available to persons with a disability upon request; send email to [HR@workforcenorthwest.org](mailto:HR@workforcenorthwest.org).