

Northwest Workforce Council

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- www.nwboard.org -

Workforce Coordinator

THE POSITION OVERVIEW

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

- ❑ Ongoing coordination of workforce services with job seekers on career development, job placement, and job retentions goals
- ❑ Services to meet businesses' workforce skill needs

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

Resource Management:

- ❑ Assess and meet business customers' 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 the basis for individualized workforce and community 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
- ❑ Utilize online meeting platforms to communicate and collaborate

Systems Management:

- ❑ Understand the Northwest Workforce Council's strategic plan and its goals and strategies
- ❑ Manage and coordinate diverse program services with numerous agencies, business customers, educational institutions, and trainees simultaneously
- ❑ Maintain written and computerized records in a systematic fashion, including timely reporting to support performance outcomes.
- ❑ Develop knowledge of community service 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, education or related field and at least one year work experience, or a combination of education and experience which demonstrates:

- ❑ Knowledge of techniques for interviewing, motivating, vocational guidance and counseling
- ❑ Knowledge in career information resources including electronic job search tools, and basic skills required by employers
- ❑ Computer literacy and familiarity with online meeting platforms
- ❑ Ability to understand, assess, and meet business customer needs
- ❑ Adapt easily to changing needs, processes, and work responsibilities
- ❑ Ability to demonstrate effective, independent problem solving skills

- ❑ Understand the 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, and properly licensed and insured automobile available during work hours is required
- ❑ During the six-month provisional employment period, the applicant must be able to perform the essential functions of job and without any extended leave time
- ❑ The position requires a criminal background check as condition of employment

BENEFITS

Salary starts at \$40,399 per year. Excellent benefit package including employer paid employee medical and vision; employer paid family dental insurance coverage; an employee assistance program; long term disability insurance; paid vacation and sick leave; eleven paid holidays; and employer funded (@ 7%) 401K retirement plan. For a more detailed look at NWC's Benefit Package, please visit www.nwboard.org.

APPLICATION PROCEDURE

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

1. **Letter of Interest**, to include the title and location of the position you are applying for
2. **Current Resume**
3. **Professional References** (contact information only, minimum two)
4. **Detailed Response** to the following two questions:
 - *What is your understanding of the position?*
 - *How are you uniquely 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.