

# Northwest Workforce Council

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

<b>POSITION TITLE:</b>	<b>Workforce Coordinator</b>
<b>Location:</b>	<b>Position available in San Juan County (Friday Harbor)</b>
<b>Reports to:</b>	<b>Programs Manager</b>
<b>Type of Position:</b>	<b>Permanent Part-Time Non-Exempt (Schedule negotiable; provided annually)</b>
<b>Salary:</b>	<b>\$50,776 - \$67,700 (pro-rated per hours worked), PLUS Benefits</b>
<b>Benefits:</b>	<b>Full Package Provided</b>

Northwest Workforce Council, a highly successful private non-profit organization, seeks dynamic and energetic individual to join our team. If you are results-focused, enjoy working in a fast-paced team environment, and want to be part of an organization that contributes to the economic vitality of the North Puget Sound region, apply today!

**ABOUT US:** Northwest Workforce Council's mission to prepare a skilled, successful workforce aligned to the needs of business and industry. The Council oversees a regional workforce development system and promotes the alignment of education, training and employment efforts coupled closely with economic revitalization strategies and is a powerful mechanism for comprehensive community-wide workforce planning and coordination.

**POSITION OVERVIEW:** The Workforce Coordinator delivers customer focused employment and/or vocational training services to job seekers, and workforce services to businesses. The Workforce Coordinator helps individuals at all steps in their career path to become self-sufficient through employment. You will connect with customers to learn what their needs are to finding employment. Services provided may also include funding training expenses and offering connections to community agencies.

## Examples of Job Duties:

- Through a process of developing an individual plan, conducts interviews to explain program services and activities and in determining eligibility and/or appropriateness for program participation
- Manage and coordinate program services for diverse populations with various agencies, business customers, educational institutions, and trainees simultaneously
- Provides outstanding customer service to establish appropriate training or employment opportunities for customers
- Use the principles of career and vocational guidance to assist individuals with career development, job search, work-based learning, student retention, successful completion of training, gaining employment and career advancement activities
- Assess skills, abilities, work history, educational needs, barriers, and employment goals of job seekers, develop and monitor service plans, conduct follow-up with customers to assist as indicated
- Assess and assist meeting business customers' needs for a qualified workforce
- Manage caseload, provide case management, facilitate appropriate support services. Obligates and manages training program monies and tracks resources
- Maintain written and computerized records in a systematic fashion, including timely reporting
- Maintain performance outcome standards
- Performs assigned duties in a manner consistent with applicable laws, regulations and policies of the agency

**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, and/or case management

- Knowledge in electronic job search tools, and basic skills required by employers
- 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 in a regulatory environment
- Understand and utilize the principles of teamwork and process improvement techniques
- Excellent written and oral communication skills, and professional organizational skills
- Proficient in MS Office applications, data collection systems, and online meeting platforms

**WORKING ENVIRONMENT AND ADDITIONAL REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Additional Requirements are listed here:

- The San Juan County Workforce Coordinator is a permanent non-exempt, professional position with the Northwest Workforce Council which requires a set, primarily part-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 limited 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 vehicle available during work hours
- 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
- Consistent with public health agency recommendations, being fully COVID-19 vaccinated is a condition of employment. Demonstration of vaccination status is required before employment commences.
- The position requires passing a criminal background check as condition of employment

#### **BENEFITS:**

For a more detailed look at NWC's Benefit Package, please visit [www.nwboard.org](http://www.nwboard.org). Beginning salary is \$50,776 per year, PLUS each employee receives an excellent benefit package which includes:

- Employer paid employee medical and vision
- Employer paid family dental insurance coverage
- Employee assistance program
- Long term disability insurance
- Paid vacation and sick leave
- Eleven paid holidays including floating holiday
- Employer fully funded (@ 7%) retirement plan; AND employee 401K option.

**APPLICATION PROCEDURE:** Only those applications that contain the following required items (1-4) will be considered. It is NWC policy to verify information contained in all application materials. To apply, please submit the following to [HR@workforcenorthwest.org](mailto:HR@workforcenorthwest.org):

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

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 upon request to individuals with disabilities. Contact NWC [HR](#).*