



# NORTHWEST WORKFORCE COUNCIL

WWW.NWBOARD.ORG

## ISLAND

265 NE Kettle St., Ste. 102  
Oak Harbor, WA 98277  
360.675.5966

## SAN JUAN

540 Guard St., Ste. 160  
(PO Box 1696)  
Friday Harbor, WA 98250  
360.378.4662

## SKAGIT

2005 E. College Way  
Mount Vernon, WA 98273  
360.416.3600

## WHATCOM

101 Prospect Street  
(PO Box 2009)  
Bellingham, WA 98225  
360.676.3209

<b>POSITION TITLE:</b>	<b>Workforce Coordinator</b>
<b>Location:</b>	<b>Positions available in Bellingham, Mount Vernon, and Oak Harbor</b>
<b>Reports to:</b>	<b>Programs Manager</b>
<b>Type of Position:</b>	<b>Full-Time Non-Exempt</b>
<b>Salary:</b>	<b>Beginning salary is \$55,196 with step increases up to \$67,700 plus benefits 3% differential for Spanish language fluency</b>
<b>Benefits:</b>	<b>Full Package Provided</b>

Northwest Workforce Council, a highly successful private non-profit organization, seeks dynamic and energetic individuals 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!

**THE POSITION OVERVIEW:** The Workforce Coordinator delivers employment and/or vocational training services to job seekers, and workforce services to businesses. Workforce Coordinators help individuals at all steps in their career path to become self-sufficient through employment.

### Resource Management:

- Work with training providers, worksites, and employers to establish appropriate training or employment opportunities for customers
- Apply the principles of career guidance and vocational counseling to aid in navigating a career path
- 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
- Utilize customer information as the basis for individualized workforce and community resources.
- Assess and meet business customers' needs for a qualified workforce

### 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.

**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:

- Ability to use techniques for interviewing, motivating, vocational guidance and counseling
- Ability to use career information resources including 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
- 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 Workforce Coordinator is a non-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 vehicle available during work hours
- During the first six-months of employment, the applicant must be able to perform the essential functions of job without taking any extended leave time
- Consistent with public health agency recommendations, employees are strongly encouraged to maintain current vaccinations against infectious diseases.
- The position requires 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 \$55,196 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
- Seventeen paid holidays including floating holiday and day of giving
- 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@workforcenorthwest.org](mailto:HR@workforcenorthwest.org).*