

**VIRGINIA CAREER WORKS – PIEDMONT REGION
WORKFORCE TRANSITION COORDINATOR
JUNE 2020 TO JUNE 30, 2021**

**MAXIMUM OF \$30/HOUR
CONTRACT POSITION**

GENERAL OVERVIEW

Virginia Career Works – Piedmont Region (VCW-Piedmont) provides leadership and direction on local strategic workforce issues, identifies local needs, and develops strategies to meet those needs. The region served includes Planning District 9 (Counties of Culpeper, Fauquier, Madison, Orange, and Rappahannock) and Planning District 10 (the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson). The Central Virginia Partnership for Economic Development serves as the administrative and fiscal agent for VCW-Piedmont.

VCW-Piedmont recently was awarded preliminary approval for a grant through June 30, 2021, from GO Virginia Region 9 Council for Project Reconnect. Final grant approval is expected by June 4, 2020. Project Reconnect (PR) will address a significant gap in the workforce ecosystem in the region that has been exacerbated by the COVID-19 pandemic and economic crisis. PR will connect dislocated workers not served by WIOA federal program to employment opportunities with regional employers. It will also help connect dislocated workers to retraining opportunities in in-demand career fields as well as to possible credentialing, apprenticeship and internship programs.

POSITION, ACTIVITIES & RESPONSIBILITIES

- ❖ Connect and drive resiliency and recovery for job seekers to help them regain employment;
- ❖ Create and implement innovative solutions for matching large numbers of job seekers with available opportunities;
- ❖ Help define fast-track training opportunities to help job seekers quickly upskill for open jobs;
- ❖ Partner with the Central Virginia Partnership to meet the workforce needs of employers;
- ❖ Develop web-based solutions, develop and implement outreach strategies for promoting job opportunities and connecting workers with businesses that are hiring;
- ❖ Engage stakeholders, including workforce partners, community colleges, and local economic developers, to establish priorities and direction;
- ❖ Create and implement a written 9-month outreach plan for dislocated workers;
- ❖ Work closely with the Workforce Development Director to ensure that strategic priorities of the grant are Identified; develop and maintain workforce development partnerships and network with other program coordinators;
- ❖ Organize, plan, and execute workforce development events as necessary for various assigned projects;
- ❖ Work with the Partnership's Workforce Recovery Director on outreach to businesses; and
- ❖ Market programs to job seekers, businesses, and community-based organizations.

REQUIRED QUALIFICATIONS

- ❖ Bachelor's Degree from an accredited college/university preferably in business or public administration;
- ❖ Proficient in Microsoft Suite Word, Excel, PowerPoint, Publisher, Google Suite other computer applications and database software programs; and
- ❖ Proficient in social media and virtual platforms.

PREFERRED QUALIFICATIONS

- ❖ Experience in workforce development, community development, strategic initiatives, and innovation or human resources
- ❖ Willing and able to develop innovative approaches to challenging issues facing large numbers of job seekers;
- ❖ Thrive in a fast-paced, ever-changing environment;
- ❖ Knowledge and understanding of current workforce problems, opportunities, and trends;
- ❖ Proven ability to meet deadlines and accomplish results required by the grant;
- ❖ Excellent people skills – can establish rapport with stakeholders and customers quickly and develop strong working relationships with partners;
- ❖ Strong interpersonal and communication skills, both written and oral;
- ❖ Ability to express complex ideas effectively. Great follow-up skills;
- ❖ Ability to lift 25 pounds to transport materials, refreshments, files, handouts, and equipment;
- ❖ Excellent organizational and administrative skills including the ability to prioritize multiple tasks and accomplish assignments promptly;
- ❖ Willingness to work flexible, varying hours, including evenings and weekends as needed;
- ❖ Innovative, self-motivated, and team player; and
- ❖ Ability to work independently, prioritize, organize, problem-solve and exercise good judgment with minimal supervision.

To apply, please send resume and cover letter no later than **Monday, June 15, 2020** to:

Sarah Morton
Workforce Development Director
Virginia Career Works-Piedmont Region
1001 Research Park Blvd, Suite 301
Charlottesville VA 22911
smorton@vcwpiedmont.com

No phone calls please.