

## HAMPTON ROADS WORKFORCE COUNCIL – JOB DESCRIPTION

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| <b>Job Title:</b>              | Special Projects Coordinator                           |
| <b>Reports to:</b>             | Senior Director of Administration and Special Projects |
| <b>General Classification:</b> | Administration   |
| <b>Employment Status:</b>      | Full-time, Regular                                     |
| <b>Last Review:</b>            | April 18, 2022   |

### **GENERAL STATEMENT OF RESPONSIBILITIES**

This position serves as the Hampton Roads Workforce Council’s (Council) Special Projects Coordinator and will coordinate, facilitate and support an employer-led, industry-sector-focused workforce development system that attracts and develops workers in sufficient number to meet the needs of current and prospective employers. The Special Projects Coordinator will be responsible for ensuring schedule, budget, and details of any given project are well organized. This will be accomplished by communicating with Council departments, community partners, and necessary stakeholders to keep everyone on board about any changes to the project plan, and organize reporting, plan meetings, and present regular progress updates to appropriate management channels, ensuring the innovation we seek is being achieved. Reports to the Senior Director of Administration and Special Projects.

### **ESSENTIAL JOB FUNCTIONS**

- Serves as the internal Project Lead for any currently assigned programs and/or grants;
- Juggle multiple projects and priorities simultaneously in a dynamic and fluid, fast-paced operating environment;
- Act as a point of communication between Council teams and external partners, stakeholders, and resources;
- Participate in project design meetings and propose improvements if necessary;
- Evaluate potential problems and technical issues and develop solutions in close coordination with necessary Council staff members;
- Manage project-related paperwork and activities by ensuring all assigned team members to keep workflow on track;
- Plan and manages project goals, project schedules and new information to ensure assigned project activities and grant requirements are implemented successfully;
- Monitors the quality of services and facilitates the development of strategies to address any area requiring improvement;
- Prepares necessary presentation materials for meetings, outreach, and recruitment by gathering, analyzing, and processing project data;
- Create, maintain, and/or supervise an effective filing system to support projects and client relations;
- Perform other related duties as assigned.

### **SUPERVISORY REQUIREMENTS**

Supervise all personnel as may be assigned.

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### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Board of Director's Vision, Mission and Values.

### **REQUIRED KNOWLEDGE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Occasional travel may be required for business related activities.

### **REQUIRED SKILLS**

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Judgment/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

### **REQUIRED ABILITIES**

- Communication - Excellent ability to communicate ideas and proposals effectively to diverse audiences to include preparing and presenting a wide variety of related community and public relation materials. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Time Management - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology to meet strict deadlines.
- Coordination and Collaboration - Equally comfortable working as part of a inter or intra agency team. Works well in a collaborative, open and collegial partner, and stakeholder centric ecosystem.

### **EDUCATION AND EXPERIENCE**

Requires any combination of education and experience equivalent to a bachelor's degree from an accredited college or university in communication, business administration, public administration, human services, or related field; at least three (3) year experience of relevant professional experience. Ability to work independently, prioritize, organize, problem solve and exercise good judgement with minimal supervision; skilled coordinating a variety of projects simultaneously; ability to demonstrate flexible and creativity; great follow-up skill; strong organizational and interpersonal skills are required.

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### **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage reimbursement will be provided per agency policy.

### **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or workstation.

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

### **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.