

HAMPTON ROADS WORKFORCE COUNCIL – JOB DESCRIPTION

Job Title:	Workforce Initiatives Coordinator
Reports to:	Senior Director, Virginia Career Works (Southside)
General Classification:	Operations Pay Band: Coordinator
Employment Status:	Full-time, Exempt
Last Review:	March 15, 2023

GENERAL STATEMENT OF RESPONSIBILITIES

This position serves as the Hampton Roads Workforce Council's (Council) Workforce Initiatives Coordinator and will create and develop workforce development initiatives that attracts and develops workers in sufficient number to meet the needs of current and prospective employers. This will be accomplished by working with community partners to raise awareness of career opportunities in critical occupations, improving the basic skills and employability of workers, providing skills/career training in targeted fields, increasing collaboration and coordination of workforce development efforts, and creating a better data system for measuring supply and demand. Reports to the Senior Director, Virginia Career Works (Southside).

ESSENTIAL JOB FUNCTIONS

- Ensure assigned program activities and grant requirements are implemented successfully;
- Identify, develop and maintain workforce development partnerships and network with other program coordinators;
- Assess the staffing needs of businesses and track employment placement and retention outcomes for program participants;
- Prepare materials for and support completion of monthly reports and budgets as requested;
- Gather, analyze and process program data;
- Provide for the daily operation and staffing of the Southside Comprehensive Center Resource Room
- Create, maintain, and/or supervise an effective filing system to support programs and clients relations;
- Organize, plan, and execute workforce development events and initiatives as necessary for various assigned projects;
- Perform other related duties as assigned.

SUPERVISORY REQUIREMENTS

- Supervise all personnel as may be assigned.

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 Directors' Vision, Mission and Values.

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REQUIRED KNOWLEDGE

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

SKILLS AND ABILITIES

LANGUAGE SKILLS

- Excellent communications, written and oral, skills.
- Ability to build and sustain relationships, both internally and externally.
- Ability to engage in public roles when interfacing with a wide array of partners.

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.
- Ability to develop budgets, read and interpret financials, graphs, etc.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to deal with a few abstract and concrete variables, exercising judgment, resourcefulness, ingenuity, and initiative.
- Ability to exercise discretion while managing confidential information.

OTHER SKILLS AND ABILITIES

- Computer Knowledge to include: Microsoft Office programs and social media platforms.
- Strong organizational skills and attention to detail.

EDUCATION AND EXPERIENCE

Requires any combination of education and experience equivalent to a bachelor's degree in business administration, public administration, or a related field; five (5) years of relevant professional experience. Ability to work independently, prioritize, organize, problem solve and exercise good judgment with minimal supervision; skilled coordinating a variety of projects simultaneously; ability to demonstrate flexibility and creativity; great follow-up skills; strong organizational and interpersonal skills are required.

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 work station.

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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.

Employee Name: _____ Date: _____

Signature: _____