

## **RESEARCH & GRANTS COORDINATOR**

Central Pennsylvania Workforce Development Corporation (CPWDC), dba Advance Central PA, is seeking a full time, dynamic, team member with a love for data collection and analysis, process management, and grant writing to support workforce development initiatives. Advance Central PA is a well-established non-profit that serves as the local Workforce Development Board (WDB).

### **About Advance Central PA:**

Advance Central PA is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, gender, disability, veteran status, age or genetic information, sexual orientation, or any other status protected under local, state or federal law. Auxiliary aids and services are available upon request to individuals with disabilities.

Established in 1999, Advance Central PA is a non-profit located in Lewisburg, PA that serves as the local Workforce Development Board (WDB) for the nine-county region consisting of Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder, and Union counties.

Advance Central PA oversees programs that are designed to assure that businesses in Central Pennsylvania remain competitive, that workers from all backgrounds have opportunities to obtain skills that will help them become or remain self-sufficient, and that our communities are economically resilient.

For more information about Advance Central PA, visit our website: [www.advancecentralpa.org](http://www.advancecentralpa.org).

### **Primary Function:**

Position is responsible for performing quantitative and qualitative analyses of Labor Market Information (LMI), which includes employment, wage, demographic and economic data from a variety of resources to help direct workforce related activities and identify workforce challenges and opportunities. Utilizing this research, this position is also responsible to help write and assist in the execution of competitive grants, including coordination with other staff, businesses, and community partners necessary for planning, implementation, and oversight of grant activities.

The Research and Grants Coordinator will:

- Provide primary quantitative and qualitative data support to Advance Central PA by using both public and proprietary data sources and interviewing professionals when necessary. This includes supporting all Advance Central PA initiatives, requests from PA CareerLink® offices, and requests from other stakeholders such as businesses, Chambers of Commerce, economic development agencies, educational institutions, etc.
- Provide primary support to Research Consortium, a member-based research model, by compiling, analyzing, and reporting (in both written and verbal formats) on various labor market, workforce, demographic, economic, and any other data to support workforce related initiatives, through development and execution of research plans and other data needs.
- Develop various data collection tools such as survey questionnaires, interview guides, and focus group moderator guides for labor market reports and internal projects.
- Create and develop databases and templates to analyze data, collect data, and any other need to support grant activity.
- Produce meaningful recommendations and insights with a clear point of view, and communicate these findings using easy to understand data visualizations (e.g. graphs and charts), reports, executive summaries, etc.

- Identify funding opportunities and expansion of resources to address needs identified through research and data analysis.
- Prepare grant proposals, concept papers, and work plans in consultation with other staff to secure additional public and private resources compatible with Advance Central PA's strategic agenda.
- Coordinate special projects and initiatives once funding has been secured; Establish policy and procedure for meeting project objectives; Facilitate various stakeholder groups to effectively use grant funding; Direct and coordinate evaluation and monitoring of grant-funded programs; Assist in writing periodic reports to comply with grant requirements; Work with other staff to develop an integrated communications strategy for the projects.
- Perform website updates for research-related web pages.

**Required Knowledge, Skills, and Qualities:**

- **Communication**  
Ability to communicate effectively both verbally and in writing in order to express ideas, data and other information in a clear, concise way so as to achieve intended goals.
- **Adaptability**  
Capacity to adapt to different situations and circumstances in such a way as to demonstrate professionalism and a desire to learn and grow.
- **Problem Solving/Critical Thinking**  
Forward thinking with ability to anticipate and approach problems in a proactive manner and ability to interpret data and reports in order to find underlying issues and then effectively evaluate and recommend solutions.
- **Collaboration**  
Establish and maintain cooperative and effective working relationship within the organization and with outside agencies.
- **Comprehension**  
Ability to understand State and Federal Regulations; ability to apply lessons learned; proficient in computer operations including Word and Excel.
- **Organization**  
Ability to plan, organize, participate and assist in a variety of activities
- **Trustworthy**  
Ability to handle sensitive and confidential information in a responsible manner; does not withhold information.
- **Leadership**  
Ability to act in an advisory/leadership capacity and as part of a team.

**Qualifications:**

A minimum of a bachelor's degree in Business Administration, Public Administration, Social Science, Mathematics, Economics or a related field is required. Project management experience and/or experience in workforce development and/or economic development administration of publicly funded programs is helpful.

Requires demonstrated knowledge of grant availability, grant writing, and grant monitoring.

Ability to use Office 365 applications including SharePoint and Teams, Microsoft Word and Adobe Acrobat required. Requires intermediate to advance knowledge of Microsoft Excel.

**Working Conditions:**

Advance Central PA has a professional office environment with the majority of staff electing to work remotely. This is a full-time, 40 hour per week position that reports to the Executive Director. Competitive salary and excellent benefits include:

- 401(k) matching
- Health insurance
- Flexible spending account
- Life insurance
- Disability insurance
- Paid time off
- Flexible/family-centered work environment
- Work from home opportunity.

**To Apply:**

Submit your cover letter, resume and a completed Advance Central PA Employment Application to [emulberger@advancecentralpa.org](mailto:emulberger@advancecentralpa.org). Please indicate "Advance Central PA- Research and Grants Coordinator" in the subject line.

Incomplete Applications will not be considered. No phone inquiries please.

Contact your local PA CareerLink® for assistance applying or proof-reading your submittal.