

JOB DESCRIPTION

JOB TITLE: Business Engagement Coordinator
BUILDING / DEPARTMENT: Operations Department
REPORTS TO: Executive Director

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FLSA STATUS: Non-exempt
DIRECTLY SUPERVISES: NA

OVERALL PURPOSE

Position responsibilities include development and management of strategic partnerships, implementation and management of industry-focused special projects, identification of funding opportunities and expansion of resources to address needs identified in the Workforce Development Board's strategic plan as it relates to the business customer.

ESSENTIAL FUNCTIONS

1. Views employers as primary customers. Collaborates with the business community to ensure that services are meeting the needs of business customers.
2. Provide technical assistance to subcontractors and the PA CareerLink® Business Service Teams regarding questions related to Workforce Innovation and Opportunity Act and other programs. Create and monitor supplemental reporting mechanisms and analyze data from those reports, from CWDS, Executive Pulse, or from observation in order to advise subcontractors on suggested changes and solutions to business services issues.
3. Establish and monitor performance goals for the Business Service Teams.
4. Assist in the development of tools and resources that will be valuable to the employer customer, including but not limited to regional labor market surveys, database of available resources and programs, etc.
5. Implements the WDBs' high-growth, high-demand industry sectors and occupations strategy in the local labor market area.
6. Help convene and provide strategic and administrative support to sector partnerships and other business-led initiatives for Advance Central PA.
7. Assist in developing and growing the relationships between economic and workforce development contacts in the region to identify opportunities for collaborative partnerships compatible with Advance Central PA's strategic agenda related to the business customer in order to reduce and eliminate duplication of services.
8. In partnership with Advance Central PA leadership, research and compile industry and sector-specific data to assist in the promotion and enhancement of consortia initiatives, including sector partnerships.
9. Manage 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 coordinates evaluation and monitoring of industry sector grant-funded programs; Assist in writing periodic reports to comply with grant requirements; Work with Executive Director to develop an integrated communications strategy for the project.
10. Keep all staff current on WDB industry cluster activities and special grants that are obtained which involve local employers.
11. Prepare grant proposals, concept papers and work plans, in consultation with the Executive Director and other key staff, in order to secure additional public and private resources compatible with Advance Central PA's strategic agenda to support business engagement.
12. Act as the Advance Central PA liaison, maintain good working relationships and ensure communication with state, subcontractors and PA CareerLink® staff on matters concerning business and industry.
13. Provide staff support to the WDB's Employer Strategies Committee and maintain documentation associated with the Committee.
14. Collaborate with the Compliance Monitor to ensure effective quality and compliance monitoring for business services provided through Workforce Innovation and Opportunity Act and other employer focused grant programs.

OTHER DUTIES

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- Represent Advance Central PA, at direction of Executive Director, at external functions
- Perform all other duties as required.

QUALIFICATIONS

EDUCATION/EXPERIENCE AND/OR TRAINING

- Bachelor's Degree in Business Administration, Public Administration, Social Science or related field

LICENSES OR CERTIFICATIONS

- None required

WORK-RELATED KNOWLEDGE

- Demonstrated knowledge of grant availability, grant writing and grant monitoring
- Maintain expert knowledge of applicable federal, state, local and corporate laws, regulation and policies

KNOWLEDGE, SKILLS, AND ABILITIES

PROBLEM-SOLVING SKILLS

- Identify problems, investigate the root-cause, and make recommendations for solutions
- Ability to interpret federal and state policy changes/trends and proposed legislative impacts to operations and funding.
- Proactive communication style and sound professional judgement to escalate issues to director as needed.
- Skilled at prioritizing with many competing projects; flexibility to change direction in accordance with the needs of the day.

VERBAL COMMUNICATION SKILLS

- Use verbal skills to transfer information to large groups and/or influence others using professional etiquette.

WRITTEN COMMUNICATION SKILLS

- Prepare business documents, client case notes, technical reports, manuals, articles, financial reports, etc.

COLLABORATION

- Establish and maintain cooperative and effective working relationship within the organization and with outside agencies.

ETHICS

- Ability to handle sensitive and confidential information in a responsible manner.

MATH SKILLS

- Addition, subtraction, multiplication, division, percentages, ratios.

COMPUTER SKILLS

- Desktop publishing
- Internet/e-mail
- Presentation software
- Spreadsheet software
- Word processing software

TOOLS AND EQUIPMENT:

- General Office Equipment

MENTAL DEMANDS (Typically required on a regular basis to successfully perform the essential functions of the job.)

- Concentration/Attentiveness
- Manage Multiple Projects/Tasks
- High Pressure for Results
- High Level of Record Keeping

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- Read and Comprehend Instructions/Work Orders
- Organize and Prioritize
- Respond to Unpredictability

PHYSICAL DEMANDS (Typically required on a regular basis to successfully perform the essential functions of the job.)

- Ability to stand
- Ability to walk
- Ability to sit
- Ability to lift up to 50 lbs
- Ability to carry up to 50 lbs
- Reaching at high or low level
- Repetitive finger movement
- Ability to use both hands
- Ability to communicate orally
- Ability to hear conversation
- Ability to climb stairs

WORKING CONDITIONS (Typically required on a regular basis)

This position *typically* requires work in a normal office environment, with occasional travel and/or overnight stays.

PERSONAL PROTECTIVE EQUIPMENT (Typically required on a regular basis)

This position *typically* does not require the use of personal protective equipment.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date