

## **Business Engagement Coordinator**

Advance Central PA is looking for a full-time team member whose responsibilities include 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 Duties Include:**

- Collaborate with the business community to ensure that programs and services are meeting the needs of business customers.
- Provide technical assistance to subcontractors and the PA CareerLink® Business Solutions 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 and other data sources, or from observation in order to advise subcontractors on suggested changes and solutions to business services issues.
- Establish and monitor performance goals for the Business Solutions Teams.
- 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.
- Implement the WDBs' high-growth, high-demand industry sectors and occupations strategy in the local labor market area.
- Help convene and provide strategic and administrative support to sector partnerships and other business-led initiatives for Advance Central PA.
- 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.
- 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.
- Manage special projects and initiatives once funding has been secured related to the business customer; Establish policy and procedure for meeting project objectives; Facilitate various stakeholder groups, to effectively use grant funding; Direct and coordinate 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(s).
- Keep all staff current on WDB industry cluster activities and special grants that are obtained which involve local employers.
- 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.
- 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.
- Provide staff support to the WDB's Employer Strategies Committee and maintain documentation associated with the Committee.
- 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.

### **Qualifications:**

- Bachelor's Degree in Business Administration, Public Administration, Social Science, or related field
- Demonstrated knowledge of grant availability, grant writing and grant monitoring
- Learn, understand, and maintain expert knowledge of state and federal policies affecting targeted populations
- Demonstrated problem solving skills
- Excellent written and verbal communication skills
- Ability to manage a high level of accuracy when working on multiple projects
- Demonstrated, unquestioned ethics with ability to maintain a high degree of confidentiality

- Proficiency in Word and Excel and ability to use general office equipment
- Ability to establish and maintain cooperative and effective working relationships with various stakeholders
- Math skills, including in relation to collection and valid use of data

**Working Conditions, Salary, and Benefits:**

Advance Central PA has a professional office environment with the majority of staff electing to work remotely.

Starting salary: \$44,792 - \$49,769

This is a full-time, non-exempt, 40 hour per week position that reports to the Assistant Director.

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

Some local travel required.

**To Apply:**

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

*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.*

Program funded with federal dollars. For more information, visit: <https://advancecentralpa.org/about-us/public-notices/>.