
Job Title	Workforce Coordinator
PVN ID	HO-2001-003458
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	Continuing Education and Workforce Devel
Status	Full Time
Annual Salary	\$45,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	Apr 01, 2020 (Or Until Filled)

General Description

Workforce Coordinator will serve as the single point of contact in providing students with a comprehensive array of services such as general class instruction, case management, monitoring attendance and responding promptly to program partners' concerns, meeting with students to engage in collaborative problem-solving to address barriers to success, and serving as an advocate. The Workforce Coordinator will develop strong working relationships with training program participants from the beginning of the process, throughout the training, and after completion.

Other Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Workforce Coordinator will be responsible for ensuring that program deliverables are met, by fulfilling the following duties:

- Support the students during their certification training experience through individual and/or group sessions where students can reflect on their experience
- Track attendance and performance during seminar and training and work with program staff to troubleshoot any problems that arise
- Troubleshoot any conflicts that arise between students and instructional staff during the certification training experiences
- Serve as the primary point of contact for program staff and program participants
- Ensure that students receive appropriate industry-related services and information
- Provide ongoing coaching and feedback to staff
- Develop and monitor team goals
- Work closely with program partners and college-based administration to develop training plans and

processes

- Provide general case management to students in order to help them overcome barriers to success during the vestibule and training periods
- Work closely with the Division's Senior Associate of Workforce Development (WFD) to complete related tasks and special projects satisfy job orders and create a pipeline of better prepared students for employment related opportunities

OTHER DUTIES:

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- Assist in developing industry focused curriculums based on labor market information and industry trends
- Collaborate ongoing service coordination; collaborate with program partners to share relevant data on all aspects for the program including seminar, training and post-training outcomes.

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Qualifications

- Bachelor's degree required; Master's degree preferred
- 3 years of related workforce development experience
- Minimum two years of work experience in a job readiness program,
- Established employer contacts and database across all workforce sectors
- Minimum one year of work experience in academic advisement
- Ability to work independently and collaboratively in a demanding and complex work environment, to carry out complex assignments in a timely manner; and to adapt to changing situations and priorities;
- 2 years of curriculum development experience
- Demonstrated interest in working with diverse populations;