



### **Job Description**

The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and revised to meet the changing needs of the organization at the sole discretion of management.

**FUNCTIONAL JOB TITLE: P/T Workforce Development Coordinator**

**DEPARTMENT: Administration**

**REPORTS TO: Chief Grant Officer & VP Community Impact**

---

---

### **Position Objective:**

The P/T Workforce Development Coordinator identifies and cultivates entry-level pathways to employment in livable wage jobs in high-demand careers for ambitious young men and women, who may be unemployed or underemployed and those who may not have obtained a college credential. This individual collaborates in regional partnerships with the business and labor community, local department of labor, training providers, schools, and not-for-profit organizations. This individual incorporates a range of tools – including ground level information and workforce expertise to facilitate projects that build the skills and strengthen employers’ ability to hire and promote workers. This individual will spend a significant amount of time traveling the Long Island Region identifying workforce trends, opportunities and challenges to create positive change in the lives of young adult (aged 18-30) job seekers who struggle with social, economic and educational barriers to employment.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the organization.*

### **Essential Functions:**

#### **Employment Partners**

1. Provide workforce readiness, soft skills training, internship opportunities and job placement for 125 participants per year.
2. Track employment, internship and credential attainment outcomes for participants.
3. Position United Way of Long Island as an intermediary by bringing employers together with job seekers through a Business, Labor & Employment Council to promote job fit, employment matches and job retention rate.
4. Grow the base of participating employers representing the following sectors: building and construction trades, customer service, energy, finance, health care, hospitality and food management, information technology and tech jobs, manufacturing, nonprofit/social assistance, pharmaceuticals, transportation.
5. Collaborate with 20 employers in the manufacturing, technology and pharmaceutical industry, to close the skills gap, by developing customized training pathways to employment to help applicants gain entry-level employment in these sectors. This includes working closely with business and industry partners to determine workforce development needs, to design innovative employment pathways (leading to nationally recognized credential attainment for participants), design on-the-job training, job coaching/mentoring, internships, pre-employment

- programs, skill set attainment, and soft skills training (such as communications – which may be lacking for entry level employees) to develop a talent pool of young adults who are ready-to-work at the company on day one.
6. Update tools and resources to help employers develop sources of talent.
  7. Maintain an Employer Database with a comprehensive list of employment opportunities and a list of job seekers.
  8. Facilitate mock interviews, and resume writing assistance to give participants a competitive edge in gaining employment.
  9. Serve as intermediary between participating training providers and nonprofits to bridge ambitious young men and women to careers.

**Educational Requirements:**

Bachelor's Degree in, business, or related field. Master's Degree a plus

**Skills and/or Experience Required:**

- Ability to operate a personal computer and familiarity with automated office support systems and applications.
- Excellent business writing and verbal skills.

**Communication Skills:**

- Ability to effectively present information to clients, top management and staff in verbal and written formats.

**Mathematical Skills:**

- Ability to perform basic mathematical skills, such as addition, subtraction, division and multiplication.

**Reasoning Skills:**

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to work within general guidelines and minimal supervision.
- Ability to organize, prioritize and execute responsibilities in the face of conflicting priorities or unexpected situations.
- Ability to recognize the need for confidentiality of information and to maintain such confidences.

**Physical Demands:**

- Regularly required to speak clearly and hear the spoken word well.
- Regularly required to physically operate routine office equipment such as telephones, computers, etc.
- Regularly required to utilize near vision ability to read data and documents, including spreadsheets and reports, in printed form and on computer screens.

**Work Environment:**

- Noise level is consistent with levels usually present in an office environment.
- Hazards present are consistent with those common to an office environment.

**Qualifications:**

1. A minimum of five years' experience in job/career development and placement.
2. Knowledge of the business industry, private and public.
3. Strong interpersonal, human resources and communication skills.
4. Excellent communication and presentation skills with the ability to persuasively present program and participants.
5. High-energy and motivation to help young adults succeed.
6. Strong technology skills including computer hardware, Microsoft Office Suite and SharePoint, Desktop Publishing, and Social Networking.
7. Must have a valid NYS driver's license with a clean driving record and own a vehicle.