



Work-Based Learning Coordinator Job Description

Department: Mountain Area Workforce Development
Reports to: Regional Business Services Coordinator

General Statement of Duties

The primary purpose of this position is to connect work-based learning with employers on a regional basis throughout the Local Area.

Distinguishing Features of the Class

An employee in this class is to provide service offerings from the Mountain Area Workforce Development Board to the businesses and industries in the region. The work for this position includes connecting work-based learning with employers on a regional basis throughout the four-county Land of Sky region. Work-based learning is a generic term that includes on-the-job training, incumbent worker training, apprenticeships, work experience, and other forms. While all forms of work-based learning are important, special focus will be placed upon incumbent worker training as directed by the Regional Business Services Coordinator. Additional areas of focus for this position includes providing collective business engagement services and outreach with multiple workforce partners in the region; marketing services offered by the Mountain Area Workforce Development Board and NCWorks system to employers/businesses and participating in developing, marketing and implementing services to assist employers in the region under the supervision of the Regional Business Services Coordinator.

Duties and Responsibilities

Essential Duties and Tasks

- Reviewing and preparing Local Area Incumbent Worker Training Program grants; prepares program contracts and conducts programmatic and financial monitoring of contracts;
- Maintaining Business Engagement consistent with the sector strategies of the WDB;
- Conducting labor market research/surveying utilizing a variety of sources and reports information to the WDB and workforce community;
- Engaging private-sector employers with collaborative partners to identify workforce, economic development, and education needs;
- Promoting On-the-Job (OJT) training, Apprenticeship, and Work-Based Learning opportunities with businesses in the region;
- Maintaining professional affiliations and professional development by attending training and work groups;
- Maintaining current knowledge of applicable laws, regulations and trends affecting the economy and disseminates this information to customers and workforce board members.
- Ability to effectively utilize the NCWorks Online data management information system for business services.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- knowledge of the Workforce Innovation and Opportunity Act (WIOA) including all applicable regulations and procedures; must have the ability to prepare and effectively monitor/evaluate contract documents;.
- Possess the ability to identify and lead efforts to address sectors and occupations that align to economic development strategies.
- Requires excellent oral and written communication skills and the ability to plan and lead meetings.
- Proficient with MS Office along with basic computer skills.
- Must also have the ability to plan and organize work efficiently to meet deadlines.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.

- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or a negligible amount of force occasionally.
- Must possess the visual acuity to perform extensive reading, administrative, and computer work.

Desirable Education and Experience

- Graduation from college or university with a degree in business administration, human resource management, organizational psychology, or public administration, and considerable experience working with private sector businesses; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina driver's license.

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