

## **BUSINESS ENGAGEMENT COORDINATOR**

Central Pennsylvania Workforce Development Corporation (CPWDC) is seeking a full time, dynamic, professional team member to coordinate partnerships, subcontractors, and programs that support workforce development initiatives that focus on business as the primary customer. CPWDC is a well-established non-profit that serves as the local Workforce Development Board (WDB) for a nine-county region. For more information about CPWDC, visit our website: [www.cpwdc.org](http://www.cpwdc.org).

### **About CPWDC:**

CPWDC 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.

Established in 1999, CPWDC is a non-profit located in Lewisburg, PA that serves as the local Workforce Development Board (WDB) for the nine-county region consisting of Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder, and Union counties.

CPWDC oversees programs that are designed to assure that businesses in Central Pennsylvania remain competitive and grow jobs, that workers from all backgrounds have opportunities to obtain skills that will help them become or remain self-sufficient, and that our communities are economically resilient. For more information about CPWDC, visit our website, [www.cpwdc.org](http://www.cpwdc.org).

We encourage those to apply who have accessed workforce development assistance or training in the past who meet the job qualifications.

### **Primary Function:**

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.

The Business Engagement Coordinator will:

- Help convene and provide strategic and administrative support to sector partnerships and other business-led initiatives for CPWDC, including Next Generation Sector Partnerships
- 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 in order to advise subcontractors on suggested changes and solutions to business services issues.
- Establish and monitor performance goals for the Business Service Teams.
- Assist in the development and distribution 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.
- Survey the business community to ensure that services are meeting the needs of business customers.
- Assist in developing and growing the relationships between economic development, education, and workforce development contacts in the region to identify opportunities for collaborative partnerships compatible with CPWDC's strategic agenda to reduce and eliminate duplication of services.

- In partnership with CPWDC 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; 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 projects.
- 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 CPWDC's strategic agenda to support business engagement.
- Maintain positive working relationships and ensure communication with state, subcontractors and PA CareerLink® staff on matters concerning business and industry.
- Assist in coordinating and convening committees of CPWDC's Board.
- Collaborate with the Compliance Monitor to ensure effective quality and compliance monitoring for business services.

**Required Knowledge, Skills, and Qualities:**

- Communication  
Ability to communicate effectively both verbally and in writing in order to express ideas, data and other information in a clear, concise way so as to achieve intended goals.
- Adaptability  
Capacity to adapt to different situations and circumstances in such a way as to demonstrate professionalism and a desire to learn and grow.
- Problem Solving/Critical Thinking  
Forward thinking with ability to anticipate and approach problems in a proactive manner and ability to interpret data and reports in order to find underlying issues and then effectively evaluate and recommend solutions.
- Collaboration  
Establish and maintain cooperative and effective working relationship within the organization and with outside agencies.
- Comprehension  
Ability to understand State and Federal Regulations; ability to apply lessons learned; proficient in computer operations including Word and Excel.
- Organization  
Ability to plan, organize, participate and assist in a variety of activities
- Trustworthy  
Ability to handle sensitive and confidential information in a responsible manner; does not withhold information.
- Leadership  
Ability to act in an advisory/leadership capacity and as part of a team.

**Qualifications:**

A minimum of a bachelor's degree in Business Administration, Communications, Public Administration, Social Science or a related field is required. Project management experience and/or experience in workforce development and/or economic development administration of publicly funded programs is helpful. Ability to use Office 365 applications including SharePoint and Teams, Microsoft Excel and Word, and Adobe Acrobat required. Experience with Canva is helpful.

**Working Conditions:**

CPWDC has a professional office environment. Due to COVID-19, all staff are working remotely and go into the office as needed for everyone's safety. This is a full-time, 40 hour per week position that reports to the Assistant Director. Competitive salary and excellent benefits include:

- 401(k) matching
- Health insurance
- Flexible spending account
- Life insurance
- Disability insurance
- Paid time off
- Flexible/family-centered work environment.

**To Apply:**

Submit your cover letter, resume and a completed CPWDC Employment Application to [emulberger@cpwdc.org](mailto:emulberger@cpwdc.org). Please indicate "CPWDC- Business Engagement Coordinator" in the subject line. Incomplete Applications will not be considered. No phone inquiries please.

Contact your local PA CareerLink® for assistance applying or proof-reading your submittal.