



New Job Posting

Workforce Development Project Manager

Summary:

To provide administrative, research, and project support for Southeast AlabamaWorks.

The mission of Southeast AlabamaWorks is to identify & address the workforce needs of new & existing business & industry by developing mutually beneficial partnerships with education systems, training providers, & job seekers.

The Council is designed to be business led and business driven and shall be an integral part of a comprehensive workforce development system serving individuals and employers.

Southeast AlabamaWorks currently serves Barbour, Butler, Coffee, Covington, Crenshaw, Dale, Geneva, Henry, Houston, and Pike counties in southeastern Alabama. Included in these counties are approximately 466 goods producing companies.

In addition, the Council works closely with the 2-year community college system including Enterprise State Community College, Lurleen B. Wallace Community College, and Wallace Community College. Partnerships also include all public K-12 education systems and other educational training providers.

Project Manager

Southeast AlabamaWorks is seeking a *Workforce Development Project Manager (Project Manager)* to work with and assist the Director in coordinating, implementing, and executing all workforce development efforts in the region. The Project Manager will be an employee of the Dothan Area Chamber of Commerce and will be expected to work out of an office in the 10-county region. Primary responsibilities of this position will be located in the western part of the 10-county area and ideally this position will be based in that geographical area. In addition, the Director of Southeast AlabamaWorks has an office at the Dothan Area Chamber of Commerce. Therefore, this position will also require routine trips to the office to meet with the Director, or via teleconference.

This position will assist in providing a point of contact for any private or public entity seeking information and assistance with workforce training in the southeast Alabama area. The Project Manager will be responsible for assisting the Director in building alliances and coordinating efforts of local business and industry, training providers, employment agencies, Chambers of Commerce, IDBs/IDAs, education officials and elected leaders in all the counties within the region. The Project Manager will have a primary focus of coordinating and maintaining communication and facilitation of industry clusters to produce a positive change in the workforce challenges currently facing those industries.

Duties and Responsibilities

- Assist in planning, implementation, and evaluation of the organization's programs and services that aide in the day-to-day operation of the Council;
- Assist Director in preparation, coordination, and facilitation of meetings, including, but not limited to, individual, industry cluster, Board, Council, and any others as requested;
- Proactively and consistently meets with employers, individually and through industry clusters, to determine the region's current and future workforce needs, and manage corresponding projects to meet these needs. Work closely with cluster leaders to advance industry goals and achieve project goals and desired outcomes;
- Publicizes, through all appropriate means, the workforce training programs available through regional training providers and provides a point of contact for public and private entities seeking workforce training services;
- Regularly communicates with PreK-12, postsecondary and higher education officials about the current and future workforce needs so they may, if necessary, adjust their program offerings;
- Assist in maintaining current contact data on all Council and Board members, committees, industry clusters, resource providers, and other volunteers to the Council;
- Refers any requests for training to the appropriate regional training providers and when multiple providers are involved, provides assistance to coordinate the activities;
- Researches and pursues potential public and private workforce development funding opportunities for the region through grant opportunities;
- Assist with coordinating, marketing, promoting all workforce development efforts of the Council at community activity events including Southeast Worlds of Work;
- Presents program objectives to individuals, groups, businesses, agencies, elected officials and organizations to encourage their cooperation, participation and to solicit suggestions, feedback and partnerships;
- Maintains an accurate copy of all Southeast AlabamaWorks records, paperwork, and filings;
- Identify, assess, and inform the Director of internal and external issues that affect the Council
- Performs such other tasks and duties, including coordinating special projects as assigned, which are consistent with goals of Southeast AlabamaWorks, as assigned by the Director of Southeast AlabamaWorks, Executive Director of the Dothan Chamber, or the Chairman of the Southeast AlabamaWorks;

Minimum Requirements

- Associate's degree from an accredited institution or equivalent experience;
- Skillful in digital technology, including email and Microsoft Office programs PowerPoint, Excel and Word;
- Good working knowledge of the distribution, aviation and aerospace, industrial construction and/or manufacturing industries, especially as it relates to the workforce needs of employers is ideal;
- Service in private/public sector management and/or human resources experience is ideal;
- Working knowledge of career and technical education and/or workforce development issues;
- Excellent verbal and written communication skills, including writing, editing and making presentations to groups and individuals;
- Previous grant writing experience is ideal;
- Exceptional people skills with an outgoing personality;
- Strong organizational and time management skills;
- Self-starter with a high degree of professionalism and able to perform job function with minimal daily supervision;
- Must be adaptable to changing programs, workforce needs, and areas of focus
- Thinks "outside the box" to offer new ideas, concepts and solutions;
- Capable of maintaining sensitive/confidential information;
- Must be able to work normal hours of 8:00 a.m. – 5:00 p.m., Monday through Friday; Participation in occasional early morning, evening, or weekend meetings/events is also required;
- Occasional overnight out-of-town travel is required; Must have driver's license, automobile insurance, and a reliable automobile for travel within the region. Project Manager will be reimbursed for all approved business travel expenses.
- Successful candidate must have their work-base or reside in the 10-county region or be willing to re-locate to the 10-county region at their own expense.
- Successful candidate must pass background check and drug screening.
- Ability to perform all essential functions of this position with or without reasonable accommodation, including regular and predictable attendance, the ability to get along well with others, and represent the Council in a professional and positive manner at all times.

Accountability

- Reports directly to the Director of the Southeast AlabamaWorks while also being responsive to the Executive Director of the Dothan Area Chamber of Commerce, and the Chairman of the Southeast AlabamaWorks;
- Clear communication and collaboration with the Director is a critical component of the day-to-day work;
- Accountable for timely, professional, and friendly response to Council members and Workforce volunteers;
- Maintains a high ethical standard in dealing with information of a highly confidential nature;
- Works cooperatively and positively with all Council members and volunteers to promote an environment of excellence and teamwork
- Exhibits a total commitment to maintaining high quality service standards; demonstrates excellent skills in dealing proactively with prospects, members, public officials, visitors, colleagues, and all regional contacts

Compensation

- Competitive compensation package including health insurance and optional 401k participation, salary commensurate with education and experience
- Health and dental insurance (BC/BS)
- Accidental Death and Dismemberment Insurance
- Short Term Disability
- Vision insurance
- Sick Leave
- Personal/Vacation Leave

Application Process:

- Email cover letter, resume, and references to: **southeastalabamaworks@gmail.com**

Application Deadline:

- September 1st, 2017

Southeast AlabamaWorks provides equal employment opportunities (EEO). It is the policy of Southeast AlabamaWorks that no person shall, on the grounds of race, color, religion, sex, national origin, age, disability or genetics, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment. Southeast AlabamaWorks will make reasonable accommodations for qualified disabled applicants or employees. Southeast AlabamaWorks reserves the right to withdraw, modify, or extend this job announcement at any time prior to the awarding of the position.