

A skilled and diverse workforce strengthens all Nevadans

PROGRAM AND ENGAGEMENT MANAGER

About GOWINN:

The Governor's Office of Workforce Innovation (GOWINN) helps drive a skilled, diverse, and aligned workforce in the state of Nevada by promoting cooperation and collaboration among all entities focused on workforce development. The primary responsibilities of GOWINN are to (1) leverage labor market data, (2) design career pathways, (3) scale apprenticeships, (4) identify Industry-recognized credentials, and (5) promote responsive workforce policies.

GOWINN values include:

- Action: we are constantly taking action that moves the state forward
- Collaboration: we seek to engage and work as partners
- Integrity: we will follow through with courage and truth
- Leadership: we take initiative and facilitate actions that empower institutions
- Optimism: we are hopeful about Nevada's future

Duties and Responsibilities:

Assist with the maintaining of relationships between industry and education to scale work-based learning and support career and technical education; supports employer networks per direction of GOWINN Executive Director and Program Development and Engagement Specialist; provide support, as directed, with the Regional Development Authorities, Chambers of Commerce, and Local Workforce Investment Boards, and other business partners to support the education to workforce pipeline.

1. Working with GOWINN staff to set regional goals to expand work-based learning opportunities (e.g., job awareness, job shadows, internships, work experiences, apprenticeships) to support the education-to-workforce pipeline
2. Assisting the Program Development and Engagement Specialist with sector council administration; being the point person at the sector council meetings in southern Nevada
3. Coordinating outreach of employer engagement tools (i.e., CTE surveys, Teacher Externships, Nepris, Sector Councils, etc.)
4. Managing relationships with companies in high-growth, high-priority sectors to identify work-based learning opportunities
5. Maintaining relationships with school district work-based learning coordinators and community college contacts responsible for placing students in work-based learning opportunities to streamline the placement of students
6. Sharing information with employers to hire applicants with Nevada's College and Career Ready (CCR) High School Diploma, the National Career Readiness Certificate (NCRC-ACT Work Keys), the CTE Skill of Attainment Certificates, and Project SANDI completers
7. Assisting in learning and training events that benefit employers and educators around career pathways, regional workforce needs, Nevada's CCR diploma and the NCRC
8. Comfort with overseeing social media and other public communication
9. Promoting high-quality, high-priority Nevada in-demand industry sectors
10. Highlighting and promoting strong employer and education partnerships

11. Understanding of the Southern Nevada workforce development ecosystem, including employer needs, employee requirements, the k-12 school district, and post-secondary education providers
12. Contributes and supports the planning and execution of grants and projects
13. Any other duties as assigned as directed by the GOWINN Executive Director, Program Development and Engagement Specialist, and other GOWINN staff

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in a field of study pertinent to the program assignment
- At least two years of professional experience
- At least one year prior experience working with employers and/or public entities

Preferred skills and characteristics:

- Keen desire for excellence and accuracy
- Self-starter and self-reliant
- Familiarity with social media and other communication best practices
- Ability to work independently and in a team environment
- Ability to synthesize information into cogent, easy-to-understand reports and presentations
- Ability to maintain effective partnerships in cross-cultural settings
- Outstanding verbal and written communication skills, as well as strong interpersonal skills
- Ability to handle multiple tasks simultaneously; strong time management skills
- Working proficiency with computers, database software, and Microsoft Office

Salary:

Salary to be determined at a competitive annual rate. This is a full-time position that is funded through grants and is contingent upon grant funding.

Location:

This position will be based in Las Vegas.