

Job Title:	Employment Connections Coordinator	Effective:	4/27/2020
Supervised by:	Director of Business Relations	FLSA/Position Type	Salaried Exempt/Full-Time
Department/Group:	Special Project/ Business Services		

Job Purpose:

Across our regional workforce system, there is a critical need to develop sustainable linkages between the process of cultivating job leads and preparing Career Seekers to become employed along high-demand, high-skill, high-wage career pathways. When conducted within a systemic and highly-organized process, the result is greater retention of the workforce, with upward mobility for workers, and with efficiency and professionalism that meets the talent needs of local businesses.

The **Employment Connections Coordinator** (ECC) will work as a staff member of Heartland Workforce Solutions to serve as the leader in identifying opportunities to help businesses find the talent they need by evaluating and connecting job leads to various talent pools within the community. The **ECC** is a key liaison between various workforce stakeholders who serve in the general capacity of '*Business Service Consultants*,' and those who serve in the general capacity of '*Providers/ Career Coaches/ Employment Specialists/ Case Managers/ Talent Development Specialists*.' This role will ensure that consistent connectivity is established so that job leads can swiftly be matched with qualified candidates. The role will report directly to the Heartland Workforce Solutions Director of Business Relations and will often work collaboratively with individuals and groups from other agencies.

ESSENTIAL DUTIES

- Engage business services consultants to understand the local area industry's demand for workforce development resources.
- Participate with business services outreach activities at the Heartland Workforce Solutions American Job Center.
- Develop an intake method for Career Seekers and employment opportunities, for cross-referencing of candidates and linking them directly to opportunities for employment.
- Establish regularly scheduled meetings with Career Coaches at the Heartland Workforce Solutions American Job Center to better understand the employment needs and current career pathways for individuals enrolled and involved with current programs.
- Work closely with the Heartland Workforce Solutions 'One Stop Operator' to establish and reinforce distribution of job leads to qualified Career Seeker candidates.
- Establish connections with non-traditional local agencies to connect with Career Seekers i.e. child welfare agencies, substance abuse treatment centers.
- Create and maintain a database of target employers to align with Heartland Workforce Solutions' Business Services Coordinator and Career Readiness Coordinator activity.
- The Employment Connections Coordinator will co-create a referral system for the Heartland Workforce Solutions American Job Center resource room staff to utilize for individuals needing assistance regardless of their program enrollment status.
- Develop a tracking system for referrals of Career Seekers to employment opportunities shared with Heartland Workforce Solutions by Employer partners.
- Support the Heartland Workforce Solutions "Career Readiness to Eliminate Disparities" (CRED) strategic initiative.
- Through community conversations, engage existing workforce partners and build relationships with new businesses, educational institutions, and community-based organizations.
- Support the ongoing work of the partnerships to ensure their goals are met or exceeded.
- Contribute to HWS marketing and communications through networking, flyers, social media, and word-of-mouth activity.
- Other tasks as determined by the Executive Director of Heartland Workforce Solutions, Inc.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrate ability to translate relationships and actions to outcomes.
- Must have strong written communication skills.
- Must be experienced and comfortable in public speaking and conducting presentations.
- Strong commitment to collaborative partnerships.
- Must be able to manage multiple tasks, prioritize projects, and meet deadlines.
- Must have two (2) years of developed computer skills and knowledge, particularly, Microsoft Office applications; Word, PowerPoint & Excel. Database management a plus.
- Must be able to travel throughout the Omaha metro area and surrounding counties (Douglas, Sarpy and Washington).
- Knowledge of and an affinity for equal opportunity.
- Bilingual English-Spanish skills a plus.
- Ability to work a flexible work schedule (some evenings and weekends); may be required on a periodic basis.

INTERPERSONAL SKILLS & INDIVIDUAL DEVELOPMENT:

- Cultural competency and ability to foster open communication within and among diverse groups.
- Must have excellent verbal communications skills that facilitate positive working relationships with supervisor, co-workers, and others with whom the position will interact.
- Participate in ongoing professional growth, education and development.

EDUCATION AND/OR EXPERIENCE**Education**

- Bachelor's degree
- 2 years experience in business engagement

CERTIFICATIONS, LICENSES, REGISTRATIONS

- Driver's license
- Reliable transportation

PHYSICAL DEMANDS

- Light – Lifting 20 pounds maximum with frequent lifting and/or carrying objects weighing up to 10 pounds. Walking or standing to a significant degree, involves sitting most of the time with a degree of pushing and pulling

WORK ENVIRONMENT

- Limited – General office environment infrequently exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)

TO APPLY

Please send your resume with cover letter and salary expectations to dknerr@hws-ne.org by May 26th, 2020.