**STATEMENT OF WORK**

DATE: 3.19.21

CLIENT: Lancaster County Workforce Development Board

PROJECT: Workforce Development Coordinator/Grant Funded position

CONTACT: Anna Ramos, aramos@lancastercountywib.com

**Background:**

The Lancaster County Workforce Development Board (LCWDB) is the lead organization in Lancaster County for workforce planning, in cooperation with State officials. LCWDB provides businesses with locally-validated labor market information, and arranges for a service delivery system that meets the workforce needs of business and the public alike. In addition, the Board administers federal and state monies that fund programs for adults, dislocated workers, and young people through the PA CareerLink® Lancaster County, a proud partner of the American Job Center network.

Through the various funds awarded to the LCWDB, coordination of activities is key to ensuring that we are meeting/exceeding grant expectations and utilizing the funds in the best capacity to serve the intended audiences.

**Project Scope:**

This is a grant funded position to support the LCWDB staff to manage key strategic initiatives for the organization. This individual would be responsible for maintaining the notes and discussion items of the activities and meeting project goals.

**Project Activities include:**

* Launch of the CRL! website and supporting marketing material (Collaboration with other vendors)
* Promotion of LCWDB strategic initiatives with key partners within the community to increase our network of partners we engage with as an organization.
* Create timeline of tasks for decided upon project to ensure they stay on track and are moving forward (Project Management).
* Execute tasks as assigned from various workforce development committees that the LCWDB leads and/or convenes.

**Budget**

This position is grant-funded through June 30, 2021 with the possibility to extend depending on availability of funding.

This position is a commitment of up to 30 hrs./week for 12 weeks, pay is negotiable.

**Contact:**

All inquiries should be directed to Anna Ramos, [aramos@lancastercountywib.com](mailto:aramos@lancastercountywib.com) **by March 30, 2021.** Meetings will be set up with individually with interested parties.