

## **NEW CENTURY CAREERS**

### **JOB DESCRIPTION**

**Job Title:** Special Projects/Outreach Coordinator  
**Department:** Training Services  
**Reports to:** President

**SUMMARY:** The Special Projects Coordinator will provide direct services and project management support to programs such as youth outreach, non-traditional apprenticeship recruitment and industry partnership coordination for all NCC initiatives and funded grants.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates staff outreach efforts for all NCC programs to maximize all stakeholder relationships.
- Lead outreach to current or new employers to expand the number of employers involved in Registered Apprenticeship, especially those incorporating NTMA related instruction through our network
- Lead efforts to meet with existing or new employers one-on-one to determine their employment needs, maintaining ongoing awareness of employment demand among these employers for apprentice occupations
- Work with marketing staff to develop new electronic and printed materials to promote manufacturing apprenticeship to minorities, women and military veterans
- Coordinate staff participation at job fairs and other events to connect with all populations including youth, women, minorities and military veteran job seekers to promote training opportunities that lead to manufacturing jobs
- Assist programs staff in working with public and private organizations that may be aware of layoffs in an attempt to connect with job seekers
- Develop an outreach plan to connect with schools and supporting organizations, i.e., public, civic, faith-based and community-based organizations, that will refer young adult clients
- Work with pre-apprenticeship programs, such as MANUFACTURING 2000, Kaplan Institute and the Manufacturing Assistance Center of the University of Pittsburgh, to help direct training completers to employers in need of new apprentices
- Connect with youth initiatives, such as SWPA BotsIQ, Fluid Power Challenge and First Robotics, and secondary CTC and CTE programs to enroll in MANUFACTURING 2000 and pursue manufacturing jobs, especially those with apprenticeship
- Work with NCC Marketing to coordinate information seminars at New Century Careers Training Innovation Center and partner locations to provide information and follow up requirements for training enrollment
- Engage students who are about to or who have recently graduated from high school and encourage them to enroll in M2K.
- Outreach to various organizations and coordinate NCC staff attendance at relevant meetings, job fairs and other events to connect with job seekers, such as CCAC South job placement and career services fair, Veterans Leadership Program monthly job club meetings and regional government officials' sponsored fairs.
- Assists with all special and grant-funded projects and programs, including contract management, ensuring reporting is accurate and timely.
- Performs other duties as assigned

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have a valid driver's license and reliable personal transportation. Ability to obtain federal and state child protection clearances may be necessary in order to fulfill the essential functions of this job.

**EDUCATION and/or EXPERIENCE:** Four-year degree or equivalent in human resources management, non-profit management, workforce development, social work, community organizing, psychology or related field preferred. Experience in community-based workforce development or economic development organization preferred. Sales experience and knowledge of manufacturing workforce a plus.

**COMMUNICATION SKILLS:** The successful candidate must possess excellent oral and written communication ability and strong interpersonal skills.

**CONDITIONS OF EMPLOYMENT:**

- Availability for some limited evening and weekend hours may be required
- A valid driver's license and vehicle are required