



JOB DESCRIPTION

JOB TITLE:	Program Coordinator
REPORTS TO:	Director of Service Delivery
DIRECT REPORTS:	None
FLSA STATUS:	Non-Exempt
SALARY BAND:	DOE \$18 - \$24 /hour (20 to 24 hours/week)

SUMMARY: The Program Coordinator will coordinate Workforce Innovation and Opportunity Act and other grant funded programs administered by the Workforce Snohomish. This includes coordinating activities and deliverables on key WIOA programs including, Integrated Service Delivery, site certification, requests for proposal, memorandums of understanding, program integrity, support for workgroups, providing support on specific priority administrative items and related activities.

The Workforce Development Council is a recipient of multiple funding sources in addition to the Workforce Innovation and Opportunity Act. Based on the knowledge, skills and abilities of employees and the business needs of the company, employees may be assigned additional duties as needed. Note that positions are grant funded and continuation of positions may depend on adequate state and federal funding levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Workgroup support

- Supports the Director of Service Delivery on key administrative and coordination needs.
- Provides support, including scheduling, maintaining and distributing minutes for key meetings including Workforce Solutions and Labor Management Committee meetings.
- Supports staff in strategic development activities for WorkSource Centers including planning meetings, technical guidance, and partnership cultivation work.
- Coordinates community partnership work including, Round Table discussions, Town Hall meetings, Training Provider Forum meetings; includes meeting scheduling, maintaining notes, assisting in creation and execution of related action plans.
- Posts meeting agendas and associated packets on website calendars and secure sections.
- Assists Manager of Service Delivery in key areas including Request for Proposal processes, compiling contract document, and scheduling training activities.

Key Workforce System Development Support

- Oversees WorkSource Connection Site activities including, reporting and site certification, in coordination with One Stop Operator.
- Assists in updates to key compliance documents including Local Area Plan, Memorandums of Understanding, Infrastructure Funding Agreements; schedule and coordinate related activities.
- Facilitates the revision process for all Workforce Snohomish policy changes including website posting, notification of public comment period, and communication of final versions.

- Coordinates and gathers signature pages and public comment on required documents and posts final version on website.
- Coordinates the WorkSource certification/recertification process of centers, affiliates, and self-service sites, including sending materials to prospective sites, arranging for site visits by review committees, and arranging for certification, branding and staff training of sites approved for training.
- Maintains records and notifies WorkSource sites of due dates for annual recertification applications.
- Tracks responses to funders on monitoring and compliance issues. Creation of files to track document submissions.
- Provides data entry for related projects.

Related activity

- Responsible for updates to service provider sections of website.
- Supports staff of all levels in various projects/events when requested.
- Performs related duties as assigned.

ESSENTIAL SKILLS:

- Outstanding organizational skills including the ability to meet deadlines and performance requirements.
- High attention to detail.
- Excellent grammar, writing and communication skills.
- Project coordination experience including the ability to work independently and take initiative.
- Proven ability to prioritize work in a high production environment.
- Excellent problem solving and multitasking skills.
- Outstanding customer service skills.
- Demonstrated interest in workforce development.
- Possess overall positive attitude.

ESSENTIAL EXPERIENCES:

- Post-secondary degree strongly preferred plus two years' experience in business, education, public policy, workforce development or related field.
- At least three years of administrative support or office management experience.
- Efficient in computer programs including Google Drive, websites, Word, Excel and PowerPoint.
- Ability to communicate effectively both orally and in writing.
- Experience with multi-tasking, prioritization and organization.
- Experience taking accurate and detailed minutes at meetings desired.
- Knowledge and ability to perform general office management procedures/skills.
- WIOA program knowledge/experience strongly preferred

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Ability to perform a range of physical motions including but not limited:

- Frequently sits for extended periods while performing desktop activities.
- Repetitively uses hands and wrists on computers and telephone.
- Ability to move equipment and supplies up to 25 pounds.
- Reliable transportation and the ability to drive to different locations.
- This position will be located at the Workforce Snohomish administrative offices.