



POSITION ANNOUNCEMENT

SENIOR COORDINATOR WORKFORCE DEVELOPMENT

ORGANIZATIONAL OVERVIEW

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics. SkillsUSA Illinois serves more than 6,000 Illinois students and instructors annually with substantial growth expected within the next three years.

POSITION SUMMARY

This position will be responsible for the development and management of SkillsUSA Illinois's work-based learning (WBL) initiatives. This position will focus heavily on expanding SkillsUSA Illinois's role as a Department of Labor Registered Apprenticeship Program Intermediary. This will include collaborating with stakeholders (members, schools, state/national agencies, and industry partners), managing and reporting on a grant portfolio, and developing program procedures and policies.

MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

This position requires a creative, self-motivated, detail and task-oriented individual, who works independently as well as collaboratively and well under pressure. The successful candidate should possess strong relationship building skills and experience in work-based learning and policy surrounding this effort. This position will interact with both internal and external customers and must possess excellent verbal and written communication skills. Must be willing to learn and stay connected with WBL data and initiatives. The successful candidate understands local and state school systems as well as business operations.

Must be proficient with computer skills PC/Apple, Google applications and Microsoft Office software, especially spreadsheets. Must also demonstrate a willingness to learn how to operate features of internal software systems. High School Diploma required; project/program management experience, grant management experience, or Bachelor's Degree preferred.

ESSENTIAL FUNCTIONS OF THE JOB

Under the direction of staff, manage the implementation of programs in accordance with the mission and goals of the organization through guidelines outlined.

Program Management/Organization Functionality

- Work-based Learning Initiatives/Registered Apprenticeship Program (50%)
 - Collaborate with internal staff to develop strategic WBL partnerships with SkillsUSA Illinois' business and industry partners and active chapters.
 - Manage SkillsUSA Illinois' WBL initiatives in the field (site visits, awareness presentations, recruitment events, etc.), in conjunction with internal staff.
 - Identify, create and oversee WBL procedures and reporting tools. This will include managing data within agency reporting tools (RAPIDS).
 - Develop strategic communication plans with staff to provide imitative direction
 - Onboard new schools (joining because of WBL offerings) by creating and implementing strategies using SkillsUSA's current educational resources.
 - Facilitate training for student and professional members as needed.
 - Format information for internal and external communication.
- Training and Development (10%)
 - Plan, manage, conduct, and evaluate the state officer development program in conjunction with internal staff and possible consultants/volunteers.
 - Develop state officer team moral and culture throughout their year of service through communication, programming and development/training initiatives.

Grant Management (30%)

- Manage a portfolio of state and federal grants focused on work-based learning.
- Track and report performance metrics and narrative as needed.
- Seek out and manage application for new funding opportunities, in conjunction with staff.

Administrative Duties/Office Management (10%)

- Act as the point of contact among employees, clients, and other external partners.
- Take, format, and distribute minutes during meetings, as needed.
- Receive deliveries; sort and distribute incoming mail; maintain and order supplies.
- Manage calendars and set up meetings for the Executive Director.

OTHER JOB DUTIES

- Significant travel required with this position.
 - Regularly travel to, state stakeholder site visits, professional development conferences, and engagement and recruitment events, as needed and approved.
 - Aug./ Sept.: Advisor Development Conference & Pre - L.E.A.D. Training (2 days)
 - Oct.: State Officer Meeting (1 day)
 - Nov.: L.E.A.D. (4 days)
 - Jan./ Feb.: Officer Training (2 days), State Qualifying Conferences (3-6 days, separated)
 - Mar.: State Officer Meeting (1 days)
 - Apr.: State Leadership & Skills Conference (4 days)
 - May: State Officer Retreat (2-3 days)
 - June: Engage Training and National Leadership & Skills Conference (6-10 days)
 - July: Illinois CTSO Conference (3-4 days)
- Maintain flexible working hours, working evenings and weekends as needed.
- Understanding of fiscal responsibility.
- Other duties as assigned by the Immediate Supervisor/Executive Director.

WORK LOCATION:

Headquarters Office (Pekin, Illinois)

Remote employment will be considered for this role.

IMMEDIATE SUPERVISOR:

Associate Executive Director

SUPERVISORY AUTHORITY:

As assigned by the Executive Director/Immediate Supervisor

COMPENSATION:

Full-time. Hourly, commensurate with experience.

Interested applicants should submit a letter of intent and résumé to:

Christopher Anderson, Associate Executive Director
careers@SkillsUSAIllinois.org

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