



# POSITION ANNOUNCEMENT

## PROGRAM SPECIALIST 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 is responsible for ensuring the completion of organizational daily operational duties, focused on work-based learning (WBL) initiatives, by providing support to staff as well as ensuring that programs managed effectively. This is a new position and has significant opportunity for growth within this growing organization.

### MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

This position requires self-motivation, attention to detail and the ability to work independently, collaboratively and under pressure. Also required is the ability to handle and prioritize multiple tasks and the ability to take direction from multiple supervisors. A strong motivation for teamwork, a desire to problem solve to ensure a high level of customer satisfaction as well as and administrative detail is required. This individual must have the ability to interact with both internal and external customers and possess a high level of both verbal and written communication skills.

High school diploma required; advanced/postsecondary education preferred. Two to four years of customer service and/or program organization/management is preferred. Must be proficient with computer skills PC/Apple, Google applications and Microsoft Office software, especially Excel. Must also demonstrate a willingness to learn how to operate features of internal software systems. Must earn the SkillsUSA Career Essentials Credential within the first 120 days of employment.

### 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 though guidelines outlined.*

#### Program Development /Organization Functionality

- Act as the point of contact among employees, clients and other external partners.
- Manage calendars and set up meetings.
- Format information for internal and external communications.
- Take, format and distribute minutes during meetings.
- Under the direction of staff, manage the implementation of programs in accordance with the mission and goals of the organization though guidelines outlined.
- Ensure communication and materials are provided to participants and followed up on to ensure these were received and questions are answered.
- Conduct workshops and seminars for all stakeholders as needed.
- Prepare timely updates and reports on program status for staff.
- Assist with internal training efforts as needed.

Administrative Duties/Office Management

- Organize and maintain files and databases in a confidential manner.
- Screen phone calls and general emails, redirect and deliver messages to appropriate staff.
- Schedule office meetings, and reservations; ensure prework and setup is complete.
- Receive deliveries; sort and distribute incoming mail; maintain and order supplies.
- Process invoices, send and receive payments, and review for accuracy.

**OTHER JOB DUTIES**

- In conjunction with staff, set and maintain a schedule of operations hours.
  - Allow for flexible working hours, working evenings and weekends as needed, based on program schedule, meetings, and events.
- Other duties as assigned by the Executive Director/Immediate Supervisor.

**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

**ANNUAL COMPENSATION:** \$37,000 – \$42,000, commensurate with experience.

**Interested applicants should submit a letter of intent and résumé to:**  
Christopher Anderson, Associate Executive Director  
<https://bit.ly/skillsusailapp>

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