



POSITION ANNOUNCEMENT

PROGRAM COORDINATOR WORKFORCE DEVELOPMENT

ORGANIZATIONAL OVERVIEW

SkillsUSA is America's proud champion of the skilled trades. Our mission is to empower students to become skilled professionals, career-ready leaders, and responsible community members. In collaboration with the Youth Workforce Development Foundation, SkillsUSA Illinois is dedicated to fostering partnerships that support this mission and create a skilled and prosperous workforce. SkillsUSA Illinois serves more than 10,000 Illinois students and instructors annually with substantial growth expected within the next three years.

POSITION SUMMARY

The Program Coordinator of Workforce Development will play a critical role in launching nationwide programming focused on workforce development. This individual will coordinate the Industry Pathways: Career Experiences events, which provide opportunities for industry partners to engage with students and programs meaningfully. The events aim to spark students' interest in various industries through hands-on activities, presentations, job fairs, interviews, and more. Additionally, the Program Coordinator will track and monitor programmatic data and outcomes for both grant and philanthropic deliverables.

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 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.

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.

Event Coordination:

- Plan, organize, and execute Industry Pathways: Career Experiences events.
- Collaborate with industry partners to design engaging and impactful events.
- Coordinate logistics, including venue selection, event scheduling, and resource management.
- Develop and distribute event materials, including promotional content and participant guides.
- Ensure smooth event operations, addressing any issues that arise promptly.

Partnership Development:

- Build and maintain relationships with industry partners, educational institutions, and other stakeholders.
- Facilitate communication and collaboration between partners and SkillsUSA Illinois.
- Identify and secure new partnerships to enhance program offerings.

Data Tracking and Reporting:

- Collect and analyze programmatic data to measure the impact and outcomes of Industry Pathways: Career Experiences events.
- Prepare and submit reports for grant and philanthropic deliverables, ensuring compliance with all requirements.
- Utilize data to inform program improvements and strategic planning.

Program Development:

- Assist in the development and refinement of workforce development programs and initiatives.
- Stay informed about industry trends and best practices in workforce development and CTE.
- Contribute to the creation of innovative program components that align with SkillsUSA Illinois' mission.

OTHER JOB DUTIES

- Significant travel needed to plan and meet programmatic objectives (about 40%).
- 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)
IMMEDIATE SUPERVISOR:	Director, Office of Workforce Development (vacant) Associate Executive Director (<i>current</i>)
SUPERVISORY AUTHORITY:	As assigned by the Executive Director/Immediate Supervisor
COMPENSATION:	Annual salary range of \$47,750 - \$57,750. SkillsUSA Illinois current employment benefits: <ul style="list-style-type: none">• Health Insurance Plan• Retirement Plan with 3% contribution of salary match.

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

<http://bit.ly/skillsusail-apply>

SkillsUSA Illinois, Inc. is an equal opportunity employer. We believe every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. We are committed to providing equal employment opportunity to all employees and applicants without regard to race, color, religion, gender, national origin, age, disability, ancestry, creed, marital status, sexual orientation, or Veteran or military status, genetic information or any other basis prohibited by local, state or federal law in the relevant jurisdiction. This policy applies to all terms and conditions of employment including, but not limited to employment, advancement, assignment and training.