



# POSITION ANNOUNCEMENT

## SENIOR COORDINATOR, PARTNER SUPPORT OFFICE OF 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 partnership 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 20,000 Illinois students and instructors annually, with substantial growth expected in the coming years.

### POSITION SUMMARY

The Senior Coordinator, Partner Support will serve as a vital link between the organization's programming and its industry partners. This grant-funded role is responsible for building and maintaining strong relationships with stakeholders, ensuring the successful delivery of programs and services, and driving partner engagement across various career and technical education (CTE) initiatives. With a primary focus on the transportation, distribution, and logistics (TDL) career cluster, this position will lead initiatives that connect education with industry, promote career exploration, and expand work-based learning opportunities, including apprenticeships. The Senior Coordinator will collaborate closely with industry partners to align program goals with workforce needs as well as serve as the Cluster Chair for The Championships: *Illinois' Elite Career Competitions*. Additionally, this role is tasked with tracking, analyzing, and reporting program data to ensure compliance with grant requirements and alignment with funding objectives.

### MINIMUM EDUCATION, LICENSE, OR EXPERIENCE REQUIREMENTS

#### Education and Experience

- High school diploma required; postsecondary education in workforce development, career and technical education (CTE), or a related field strongly preferred.
- Minimum of two to four years of experience in program coordination, customer service, or workforce development.
- Experience in the TDL sector (e.g., diesel technology, heavy equipment operations) highly desirable.

#### Skills and Competencies

- Self-motivated with exceptional organizational and time management skills.
- Strong verbal and written communication abilities.
- Proficient in Microsoft Office Suite (especially Excel) and Google Workspace.
- Demonstrated ability to learn and adapt to new software systems.
- Ability to work independently and collaboratively in a fast-paced environment.
- Commitment to providing high levels of customer service and stakeholder engagement.

### 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.*

#### Partner Engagement and Relationship Management

- Maintain and enhance strategic relationships with industry and education partners.
- Serve as a contact for partners, ensuring consistent communication and responsiveness.
- Identify new partnership opportunities to expand programmatic reach and impact.
- Facilitate partner meetings, webinars, and presentations to strengthen collaboration.

#### Event Coordination and Support

- Plan and manage partner-driven events, including career exploration activities and industry engagement opportunities.
- Collaborate with partners to design events that align with programmatic goals and workforce needs.
- Oversee event logistics, including scheduling, resource allocation, and on-site coordination.
- Develop and distribute promotional materials and event resources.

#### Program Implementation and Development

- Support the delivery and implementation of programs, ensuring alignment with organization's mission and goals.
- Assist partners in integrating work-based learning opportunities into their existing initiatives.
- Collaborate with internal teams to develop and refine program components based on partner feedback and industry trends.

#### Data Management and Reporting

- Track and analyze programmatic data to measure the effectiveness of events and activities.
- Prepare reports for grant and philanthropic deliverables, ensuring compliance with all requirements.
- Use data insights to enhance program delivery and inform strategic decision-making.

#### **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 Immediate Supervisor/Executive Director.

**WORK LOCATION:** Headquarters Office (Pekin, Illinois)  
*Remote work for Illinois residents may be considered for this position.*

**IMMEDIATE SUPERVISOR:** Director, Office of Workforce Development

**SUPERVISORY AUTHORITY:** As assigned by the Immediate Supervisor/Executive Director

**COMPENSATION:** Annual salary range of \$57,750 - \$67,750.  
SkillsUSA Illinois current employment benefits:

- 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.