



POSITION ANNOUNCEMENT

SENIOR COORDINATOR, PARTNER SUPPORT OFFICE OF WORKFORCE DEVELOPMENT

The Youth Workforce Development Foundation and SkillsUSA Illinois are committed to building a team of passionate, mission-driven individuals who excel in collaboration, innovation, and continuous learning. We seek candidates who not only bring strong technical expertise but also embody the values and skills needed to advance our mission and make a lasting impact. Join us in creating meaningful change through teamwork and dedication to excellence.

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 architecture and construction career cluster, specifically the construction trades, this position will lead initiatives to connect students from high school and pre-apprenticeship programs to registered apprenticeships and the workforce. The Senior Coordinator will collaborate closely with industry partners, educators, and workforce development stakeholders to ensure seamless transitions for students while aligning program goals with workforce needs. Additionally, this role is tasked with tracking, analyzing, and reporting program data to ensure compliance with grant requirements and alignment with funding objectives. This role will also serve as the Cluster Chair for The Championships: *Illinois' Elite Career Competitions*.

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 construction trades sector (e.g., carpentry, electrical, masonry, or similar fields) 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) with ability to learn and adapt to new software.
- 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

- Must demonstrate strong knowledge of the construction industry and more specifically, union requirements to effectively build relationships with key stakeholders, ensuring seamless participant transitions into apprenticeships.
- Build and maintain strategic relationships with industry, education, and workforce partners in the construction trades. Acting as the primary point of contact for partners, ensuring consistent communication and collaboration.
- Facilitate discussions with partners to enhance alignment between programs and industry standards.

Student Transition Support

- Work with educators, workforce agencies, and industry partners to create pathways from high school and pre-apprenticeship programs to registered apprenticeships and employment.
- Assist students in understanding and navigating opportunities in the construction trades, including apprenticeship applications, workforce readiness, and credentialing, resume writing, interview preparation, and job search support, guided by individualized Transition Plans.
- Collaborate with career counselors and program coordinators to promote career readiness initiatives tailored to construction trades.
- Provide resources and guidance to support students in their transition to the workforce.

Program Implementation and Development

- Develop and refine programs to support the organization's mission of advancing workforce readiness in the construction trades.
- Collaborate internally and externally to ensure programs meet evolving industry needs.
- Support the development of new initiatives that connect students to meaningful careers.

Data Management and Reporting

- Track and analyze programmatic data related to student transitions, workforce placements, and apprenticeship enrollments.
- Prepare reports for grant deliverables, ensuring compliance with all requirements.
- Use data insights to assess program effectiveness and inform strategic improvements.

OTHER JOB DUTIES

- Travel, as needed, to plan and meet programmatic objectives (about 25-30%).
- 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.
- Ability to lift or carry objects weighing up to 35 pounds to support office operations or event preparation.
- 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.