



## Job Description

**Job Title:** Workforce Development Coordinator

**Department:** Programs

**Reports To:** Workforce Development Manager

**FLSA Status:** Non-Exempt

**Prepared Date:** December 2024

### **Position Description:**

The Workforce Development Coordinator is responsible for preparing individuals for employment and educational opportunities. This position supports the Workforce Development Manager in coaching program participants to develop job skills and pursue work and educational opportunities.

**Essential Job Functions** may include the following or other duties as assigned:

- Develop and lead employment readiness workshops, discussions, and forums for clients. Workshops include, but are not limited to, resume building, cover letter writing, job coaching, and interviewing.
- Connect participants with needed supportive services that will ensure their continuing participation in employment activities.
- Provide individualized support for clients throughout the process of pursuing, attaining, and maintaining job and educational placements.
- Work as a member of an interdisciplinary team including therapists, case managers, and direct support staff to provide wrap around support to clients accessing services.
- Oversee and ensure the program maintains accurate records, files, correspondence and data collection.
- Assists Workforce Development Manager in maintaining relationships with employers, educational partners, and other workforce agencies.
- Assist with enrollment, testing, and other aspects of driver's school.
- Maintain a calm and helpful demeanor and assist in de-escalation when needed.
- Provide excellent and professional service to clients and community partners in person and on the phone. All communication is professional, client-focused, and helpful.
- Assist others as requested or assigned.
- Perform related duties as required.



- Maintain a safe and clean work environment.
- Maintain professional and courteous appearance and demeanor.

### **Requirements/Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to pass a Federal Background Check.
- Bachelor's degree, preferred.
- Previous experience working in HR or workforce development preferred.
- Valid Nevada driver's license and reliable vehicle with current vehicle registration and insurance.
- Must demonstrate a high level of confidentiality and professionalism.
- Proficient with Microsoft Word.
- Strong interpersonal skills with the ability to communicate clearly and in a calm and pleasant manner.
- High level of organization and attention to detail with demonstrated interpersonal skills.
- Ability to read and write checklists, reports, and correspondence. Ability to read and comprehend complex instructions, memos, etc.
- Ability to analyze and perform complex computations with reasonable speed and accuracy. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, stand, walk, bend, drive, and have specific vision abilities to include close and distance vision, and ability to adjust focus working with computer business equipment and while driving. Must be able to lift up to 25 pounds on occasion. The noise level in the work environment is usually



low level.

The overall nature of the position is sedentary, requiring little physical effort and light exertion. There is occasional exposure to environmental conditions such as heat, cold, and temperature changes.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Disclaimer: Although the Company has attempted to accurately and thoroughly describe this position, the Company reserves the right to change the same, including to change, add to or subtract from the duties outlined, within the sole discretion of the Company, at any time, with or without advance notice.