



Title of Position: Workforce Development Coordinator

Bargaining Unit/Anticipated Salary Range: MEA Administrator; Level 4; \$47,608.04 - \$62,117.69

Responsibilities: The Workforce Development Coordinator identifies, develops, coordinates, and promotes workforce education trainings and programs that meet the needs of local business and industry partners. The Workforce Development Coordinator performs key functions in providing support and customer service to local employers, students, staff, and instructors associated with non-credit programs including both instruction and administrative tasks. Position is responsible for identifying and working with content area experts in developing and coordinating training, as well as the hiring, onboarding, and oversight of workforce trainers. This is a 2 ½ year grant funded position that will be funded from January of 2022 through June of 2024.

Minimum Qualifications: Bachelor's Degree in Business, an occupational profession, or related field. Three years of experience in the instruction and/or administration of occupational training programs, or a combination of education and experience in instruction and program development required. Master's Degree, knowledge of workforce development programs and needs, experience teaching adult learners, knowledge of higher education policies, processes and accepted practices preferred.

Preferred Knowledge, Skills and Abilities: 3+ years of related experience, preferably in a community college or business setting. Excellent written and oral communication skills. Superior problem-solving, time management and organizational skills. Solutions oriented with strong follow-up ability. Positive attitude and strong work ethic in a diverse educational community setting. Ability to adapt to changing assignments and multiple priorities. Computer skills to include Microsoft Office Suite, electronic communications and social media are essential and would ideally include J1 experience. Ability to work effectively with data and ensure its integrity.

Benefits: 100% employer paid employer paid health, dental and life insurance for employee, Maine State Retirement or TIAA-CREF as well as vacation, sick and personal time.

Application Procedure/Deadline: Email cover letter, resume, transcripts, and contact information for three professional references to resumes@emcc.edu. Position will remain open until filled.

Note: Eastern Maine Community College requires proof of COVID-19 vaccination upon hire or participation in regular testing in lieu of proof of vaccination.

Institutional Summary: Eastern Maine Community College offers more than 30 traditional and technical programs. The college provides customized, short term, and specialized training courses for a wide variety of businesses, organizations, and the community. We award associates in applied science, associates in science, and associates in arts; certificates; and awards of completion for customized, short-term programs, and trainings. The 72-acre campus is located in Bangor, just a short drive from Maine's scenic coast and mountains.

EMCC is dedicated to providing all students with a balanced education focused on problem solving, decision making, communication, social understanding, computer applications, mathematics, and science. Our technology programs include concentrated studies in both technical theory and application in the area of specialization, and all of our programs require liberal arts courses to form the foundation for lifelong learning. Our programs and student support services are designed to develop leadership skills, personal responsibility, teamwork, and appreciation of global complexity.

Eastern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information about this commitment, please call the Affirmative Action Officer at (207) 974-4633