

Workforce Development Coordinator



Workforce Development Coordinator

Attributes

The person most likely to thrive in this position will possess the attributes highlighted here.

Desired Profile



- Outgoing
- Flexible
- Engaging Personality
- Willingness to Learn
- Creative
- Able to work under time pressure/ deadlines
- Self-directed worker

Desired Qualifications



- Bachelors Degree
- Previous experience in workforce development/ candidate screening and project management
- Knowledge of building job descriptions, interviewing and an understanding job posting strategies and resources

Skills Required



- Computer proficiency including MS Office
- Good prioritization and presentation skills
- Strong organizational and interpersonal skills
- Ability to problem solve and exercise good judgement
- Excellent communication skills

Workforce Development Coordinator

This position is part of the Health Strategy Team and works closely with the Personnel/Human Resources Specialist and the Director as well.

Important Characteristics

Flexibility

Engaging

Outgoing

Creative



Professional Qualification



Experience in Community/Economic Development, Public Policy, Public Relations, Marketing, or Public Health is a plus.



A bachelors degree in Human Resources/Public Relations/Public Health is preferred but not required.



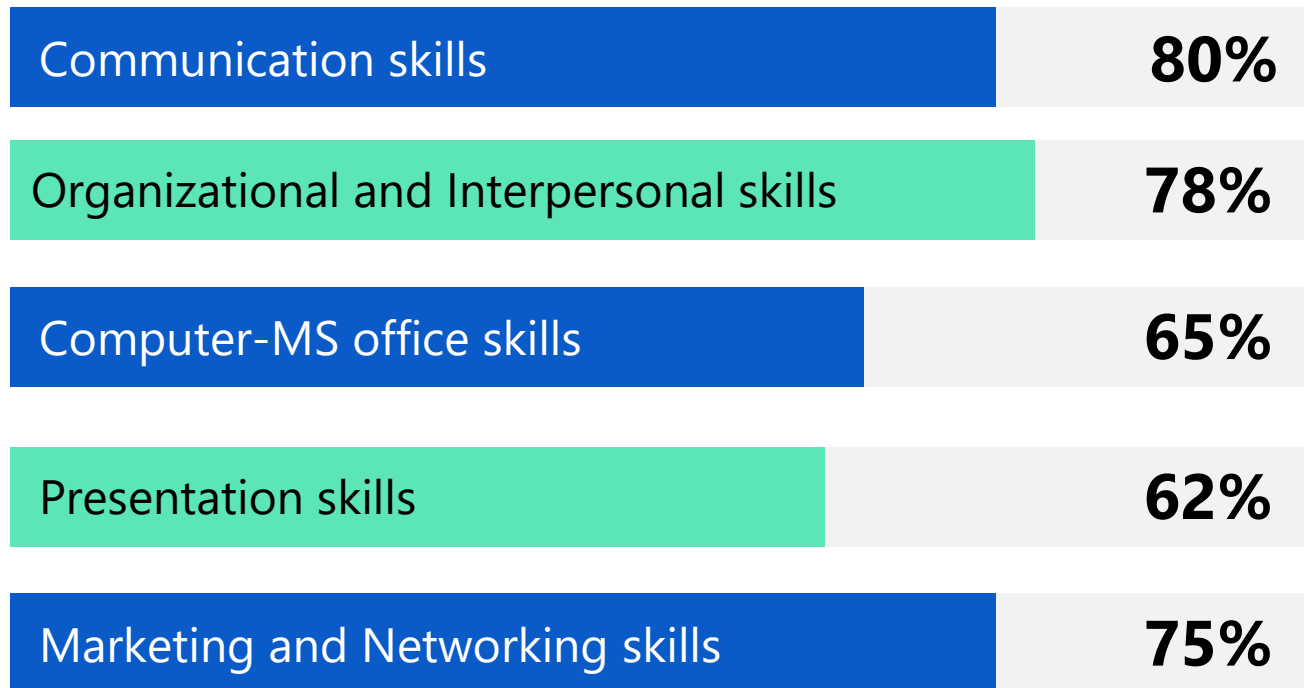
Knowledge of building job descriptions, interviewing candidates and understanding strategies and resources for job postings is a must.



The ability to assess, analyze, and plan are essential qualifications for potential candidates.

Skills Required

This list includes some of the more essential skills for the Workforce Development Coordinator Position but is not all inclusive.



Position Responsibilities

Included are some of the main responsibilities of the Workforce Development Coordinator position



01 Responsibility

Onboarding new employees



02 Responsibility

Develop and implement recruitment and retention strategies



03 Responsibility

Enhance the training, skills and performance of our workforce

Additional Responsibilities

Participate in professional development through appropriate conferences, workshops, seminars or webinars including occasional travel.

Conduct Annual Training

Chair Morale Team

Advertising and Recruitment

Staff Meeting Planning

Employee Incentives

Exit Interviews

Position Descriptions

Maintain Human Resources Policies

Maintain Workforce Development Plan

The Workforce Development Coordinator position will work closely with Human Resource and the Director to organize, plan, and execute workforce development events as necessary.

Compensation Structure



