



Job Title: Workforce Education and Career Specialist
Reports to: Board Executive Director
FLSA Status: Exempt
Salary: \$48,000 to \$54,000, depending upon experience
Position Type: Full-time

General Description: The mission of a Workforce Specialist is to collaborate with educational institutions, business partners, community partners, and Chambers of Commerce to establish the alignment between education, workforce training, and industry demand.

Essential Duties and Responsibilities:

Workforce Specialist Duties

- Develop and maintain community partnerships with business, educational organizations and community stakeholders that align to current and future Workforce Solutions projects and initiative.
- Utilize Texas Workforce Commission (TWC) resources and other existing tools; provide information on opportunities and training requirements in Target Occupations (e.g., Target and Demand Occupations).
- Coordinate with local and state workforce agencies, employers and educational institutions to build pathways into Registered Apprenticeship (RA) programs and encourage local employers to offer RA programs.
- Foster employer/independent schools (ISD) district collaboration and encourage employers to provide internship opportunities and serve as mentors.
- Foster partnerships between ISDs and Technical and/or Community Colleges and pathways.
- Collaborate with workforce system contractor to provide employment services, to include assistance with resume writing, interview skills, soft skill development and organize career fairs.

Reports/Schedules

- Provide and submit quarterly performance reports on a reporting templated provided by the Texas Workforce Commission.
- Generate customized labor marker information reports for education institutions, as need.
- Generate and publish calendar of events/activities for respective site(s), to ensure access for students and partners.
- Track and report monthly activities, as required.

Presentations

- Organize training workshops by utilizing the TWC resources for employment and education, such as the Labor Market and Career Information (LMCI) website.
- Prepare and conduct presentations to business, education, and community groups to provide insight into business trends, LMCI, expose students to career pathways including apprenticeships.
- Promote Workforce solutions programs and services.
- Participate in industry advisory and taskforce committees for target industries gathering business intelligence to identify recruitment challenges, skills set required, and to identify career pathways.
- May provide training and technical assistance to partners to achieve desired outcomes for WFS grants, projects and initiatives.

General Qualifications:

Education/Certification

- Graduate from an accredited four (4) year college or university with major course work in public or business administration, economics, education: or experience which can be substituted for education at the rate of two (2) years of experience for one (1) year of education.

Experience and Training

- Candidate must be able to demonstrate public speaking abilities. Demonstrate experience in developing and maintaining partnerships. Ability to research, develop, evaluate and disseminate information concerning Labor Market and Career information. Two (2) years of experience in project management preferred.

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to excel in the performance of each essential duty. 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.

- **Job Knowledge:** The depth and breadth of know-how to perform essential duties and functions of the job. The level of compliance with degree, certification, and training requirements. Understanding of how individual job performance furthers organizational objectives. Willingness to update and expand skills, knowledge, and training.
- **Public Relations:** The level of focus and professional service provided to customers and outside contacts. The productive relationship with community groups, outside representatives, and businesses within the competitive environment. The ability to diffuse problems and maintain a positive image of the organization.

- **Organizational Relations:** The degree to which the employee collaboratively works with other internal departments, agencies, and/or outside organizations. The level of response to customer requests, both internally and externally. Anticipation and control of obstacles.
- **Adaptability:** The degree to which one demonstrates openness to change and new ideas. Ability to adjust to changing work requirements and respond to new situations.
- **Communication:** The ability to effectively converse and listen to others concerning company matters. The use of proper written and grammatical skills, and the meaningful application of computer technology (e-mail, Internet, etc.)
- **Initiative:** The ability to perform job responsibilities independently and responsibly. The ability to proactively complete tasks, solve problems, improve processes, enhance products, and/or extend services within assigned range of authority.
- **Presentation Skills:** The ability to effectively prepare and present a variety of information to diverse groups.
- **Teamwork & Cooperation:** The degree to which individuals promote a collaborative, cooperative, and productive working environment. The level of demonstrated sensitivity, team building, support, and respect. The degree of synergy promoted.
- **Project Management:** The ability to understand prescribed project guidelines, oversee design and development, manage stakeholders, and deliver quality results.
- **Professionalism:** The degree to which the employee demonstrates and conveys a favorable image when representing the company. The level of honesty, integrity, and confidentiality along with proper standards of professional dress.

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.

- **Finger Dexterity:** Using primarily just the finger to make small movements such as typing, picking up small objects, or pinching fingers together.
- **Talking:** Especially where one must convey detailed or important instructions or ideas accurately, loudly, or quickly.
- **Average Hearing:** Able to hear average or normal conversations and receive ordinary information.
- **Average Visual Abilities:** Average, ordinary visual acuity necessary to prepare or inspect documents or products or operate machinery.
- **Physical Strength:** Sitting most of the time but, must walk, climb, kneel, reach frequently. Frequent local travel. Exerts up to 20 pounds of force occasionally.

Language Skills:

Ability to read a variety of documents. Ability to prepare presentations, memos and reports using proper punctuation, spelling, and grammar. Ability to communicate distinctly and appropriately. Ability to

Reasoning Skills:

Ability to deal with a variety of variables under only limited standardization. Able to interpret various instructions.

Mathematics Skills:

Able to perform basic math skills, use decimal to compare ratios and percents, and to draw and interpret graphs.

Computer Skills:

To perform this job successfully, an individual should have knowledge of WorkInTexas, Bureau of Labor Statistics data base, other LMI data sources, Various Human Resource software tools, PowerPoint, MS Windows, Excel, MS Internet Explorer and MS Word software, etc.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment consists of no hazardous or significantly unpleasant conditions (typical office or administrative work). Worker must be able to travel/transport themselves to designated sites as assigned and must have a valid driver's license and current automobile liability insurance. Some out of the area travel is required, to attend work related meetings, conferences, or trainings.