



117 East Mansfield Street  
Bucyrus, OH 44820  
419.563.1809

## **CRAWFORD PARTNERSHIP FOR EDUCATION & ECONOMIC DEVELOPMENT POSITION DESCRIPTION**

### **POSITION**

Workforce Development Coordinator or Manager (Full-Time, Exempt). Specific title depends on experience level.

### **REPORTS TO**

President & CEO of the Crawford Partnership

### **SALARY**

\$45,000 to \$60,000, depending on experience. Competitive benefits package.

### **SCOPE**

Responsible for the full range of work related to workforce development including training, talent attraction, talent pipeline development, and more.

### **ESSENTIAL FUNCTIONS**

1. Implement a proactive company outreach program to identify and assess critical workforce needs, in coordination with broader R&E outreach activities, and develop relationships with human resource points of contact at businesses.
2. Analyze company and industry information and news to identify workforce trends and challenges.
3. Build collaborative relationships with workforce and education institutions and partners, staffing agencies, industry groups, economic development agencies, and other relevant groups and organizations. This includes the local school districts, career and technical schools, and regional institutions of higher education and specialized training.
4. Lead, coordinate and/or broker solutions to Crawford County workforce challenges with relevant partners.
5. Assist with the creation and implementation of new and innovative workforce-related programs and services to meet business needs.
6. Provide information and/or make presentations on workforce development issues, programs, services, and plans, including CommunityOpportunity.com.
7. Represent the Crawford Partnership in public forums on workforce development, by making public presentations and communicating with stakeholders on issues.
8. Prepare regular activity reports on project involvement and outcomes.
9. Assist with the development and maintenance of data systems to identify and track projects and trends related to workforce development, hiring trends in the business community.
10. Be familiar with the existing inventory of available workforce, education, and training programs and services and human resource assets.
11. Assemble, maintain, and promote information on workforce resources, grants, and projects.
12. Monitor legislation and regulations relating to workforce development, and report findings to the appropriate impacted parties.
13. Respond to requests for information for workforce development purposes.

14. Actively participate in, and support the activities of, the Area 10 Richland-Crawford Workforce Development Board, including effectively collaborating the Workforce Development Director and serving as a liaison with Crawford County businesses.

#### ADDITIONAL DUTIES

1. Arrive at all functions & committee meetings at least 15 – 30 minutes early.
2. Attend meetings, seminars, and training sessions as directed.
3. Assist with public relations as requested.
4. Keep the President & CEO apprised of information relating to the Crawford Partnership and the business community.
5. Support the Crawford Partnership on events and programs as directed.
6. Performs additional duties as instructed and assigned by the President & CEO.

#### QUALIFICATIONS

We expect the applicant to meet the following qualifications:

1. Meaningful project management experience and expertise.
2. Experience engaging with business leaders and senior management.
3. Computer proficiency in Windows, Microsoft Office products, database, internet & email.
4. Excellent organizational skills and detail oriented.
5. Exceptional customer service skills.
6. Excellent relationship building and interpersonal skills.
7. Excellent oral and written communication skills.
8. A self-starter able to work independently, without the need for extensive supervision and oversight.

Educational/Experience Requirements:

1. Associates or Bachelor's degree in appropriate field OR equivalent workplace experience.
2. Minimum of 5 years of professional experience in a corporate environment and/or serving corporate clients.
3. Valid Ohio Driver's License.

#### EVALUATION

The Workforce Development Director will be given an annual evaluation by the President & CEO based upon this job description. Additionally, a semi-annual informal evaluation may be instituted.