



Coordinator of Workforce Programming

Washington County Community College is seeking a talented professional with a strong work ethic to fill a Coordinator of Workforce Programming position. The position is a 2-year grant funded position with strong potential to extend beyond the grant period. Opportunities for some remote work are available.

The Coordinator of Workforce Programming assists the Dean of Workforce and Community Development in identifying, developing, coordinating, and promoting workforce education courses and programs that meet the needs of local and regional business and industry partners. The right person will provide comprehensive, high-level administrative support including learner recruitment, grant management, website maintenance and social media promotion, publication development, customer service and support, data entry and maintenance, and a wide array of learner support functions. Occasional travel, nights and weekends are required. New employees are currently required under COVID-19 protocol to provide proof of having been fully vaccinated.

Qualifications: Bachelor's degree in related field such as workforce/economic development, business management, and/or human resources and two (2) years of relevant work-related experience or an Associate Degree in a related field with 2 to 4 years of relevant work experience. The right candidate should have excellent written, oral communication and organization skills, strong customer service, marketing and/or sales skills, ability to use publication software to create printed and digital promotional items, and excellent computer skills. Ability to handle multiple projects in a high-energy and fast-paced work environment is a must.

Salary: Full-time, grant funded, MEA Administrators Unit Level III, \$39,589.38 to \$51,655.17, salary commensurate with credentials and experience. **Benefits:** Employer paid health, dental and life insurance for employees (spouse/domestic partner/dependent coverage also available), vision insurance, choice between Maine Public Employees Retirement System or TIAA CREF, generous sick/personal time allowances, professional development, and free tuition within the MCCC for employee, spouse, and qualifying dependents.

Application Process: Please send cover letter, resume, unofficial transcripts, and a list of three professional references by **Friday, November 12, 2021**, to resume@wccc.me.edu or mail to: Robyn Leighton, Human Resource Coordinator, Washington County Community College, One College Drive, Calais, ME 04619 *WCCC is an EO/AA Employer*