



## Coordinator of Workforce Programming

Washington County Community College is seeking a talented professional with a strong work ethic to fill an anticipated 2-year (unless additional funds become available) full-time, grant funded position, as Coordinator of Workforce Programming. 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 make a connection with local and regional business and industry partners to assess workforce development needs and make appropriate recommendations for course/program development and delivery. They foster strong community ties through participation in community activities and cultivating relationships and representing the college at relevant events, as needed in partnership with or in absence of the Dean of Workforce and Community Development. Recruit students from a variety of courses and serves as a case manager/career coach guiding them to successful course completion, matriculation, and/or employment. The position provides comprehensive administrative support and customer service for the Division and will represent the Dean at industry meetings. Some travel, nights and weekends are required.

**Qualifications:** Bachelor's degree in related field such as workforce/economic development, business management, and/or human resources and two (2) years of work-related experience. Master's degree in business or related field desired. 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 present to small and large groups. Able to handle multiple projects in a high-energy and fast-paced work environment.

**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: Friday, September 10, 2021.** Please send cover letter, resume, unofficial transcripts, and a list of three professional references to [resume@wccc.me.edu](mailto: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*