

Director of Workforce Development Job Description

JOB SUMMARY: The position reports to the Executive Director at Central Six Development Council, Inc./ Central Six AlabamaWorks! The Director of Workforce Development builds and maintains positive long-term relationships with industry representatives, community agencies, community colleges, k-12 systems, and other training providers. S(h)e supports and strengthens relationships with training providers, economic development entities and employers. The Director of Workforce Development will focus on creating talent pipelines and managing industry sector partnerships. The Director may from time to time supervise other staff, students, interns, and volunteers.

DUTIES OF THE ROLE:

1. Manage industry sector partnerships to include construction, healthcare, information technology, and advanced manufacturing.
2. Meets with local industry representatives to determine workforce and/or talent needs and creates short- and long-term solutions.
3. Develops and maintains relationships with training providers to maximize employment opportunities for future talent and meet the needs of industry.
4. Assist business and industry in creating training or work-based learning programs to include apprenticeships, internships, job shadowing and on-the-job training.
5. Build and maintain productive relationships with public-sector and private-sector employers and non-profit organizations to create career pathways for future talent.
6. Build and maintain strong partnerships with state, local and community agencies to remain knowledgeable of available resources and services to support employers.
7. Gather sectoral market information, talent demand and skills requirements and translating data into meaningful information assist with cluster strategies.
8. Develop and manage a database of employers and/or industry representatives and maintain regular communication through appropriate channels.
9. Manage relationships with workforce development, economic development, chambers, and community to develop programs that address industry needs.
10. Occasionally interacts and coordinates services with job seekers, community agencies and training providers to include hiring fairs, supportive services activities.
11. Other duties as required by the Executive Director in response to a rapidly changing environment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Strong Experience and achievements in industry engagement, relationship management, sales, marketing or a related field. 2. Knowledge of workforce development programs, services and techniques. 3. Understanding of career and technical education, employment, and transitional issues. 4. Experience creating talent pipelines or talent acquisition. 5. Highly developed interpersonal communication skills, including taking initiative, negotiating, and building rapport. 6. Ability to work collaboratively in a small team and work independently on a regular basis. Strong written communication skills, including the preparation of letters, emails, website content, data reports, etc. using clear, concise, and grammatically correct language. 7. Experience with providing customer assessment services. 8. Must be organized and possess multitasking skills. 9. Ability to work with diverse populations. 8. Able to maintain high levels of confidentiality, credibility, and professionalism. 9. Proven experience with graphic design programs such as Canva, etc. 10. Proven experience with Microsoft Excel, Word and data entry.

Salary commensurate with experience: \$55,000-\$75,000

To apply please send resume and cover letter to: acleggett@centralsix.org

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: The work is performed in an office environment. Minimal bending, stooping, kneeling or lifting involved. Position may require travel within workforce delivery area boundaries.

Disclaimer Statement: This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position.

Central Six provides equal employment opportunities (EEO). It is the policy of Central Six Development Council, Inc. that no person shall, on the grounds of race, color, religion, sex, national origin, age, disability or genetics, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment.

Central Six will make reasonable accommodations for qualified disabled applicants or employees. Central Six AlabamaWorks reserves the right to withdraw, modify, or extend this job announcement at any time prior to the awarding of the position.