

***Workforce Development Coordinator for
Local Government Agency in Bloomington, IL***

Part Time Position Starting NOW

Reporting to the Supervisor, the Workforce Development Coordinator is responsible for a variety of individual services such as workforce development, training, testing and education to enable individuals who are economically disadvantaged, dislocated or have multiple employment barriers to find appropriate, sustainable work. A percentage of this position is responsible for the day-to-day activities of the City of Bloomington Township (COBT) General Assistance office.

The work involves an understanding of community workforce initiatives and gaps in programs and services. This position requires research of successful workforce development programs and services in our community and beyond. This position also requires vision and creative assessment of existing practices to recommend possible modifications or additions to existing General Assistance Workfare and Job Training programs.

At a minimum, the *Workforce Development Coordinator* is responsible to:

- Develop education, training, and employment opportunities consistent with the City of Bloomington Township's statutes and mission to enable, encourage, and prepare General Assistance clients with valuable life and job skills.
- Manage and provide instruction for Township programs such as POTS Recycling, Wellness Lifestyle Classes and workshops.
- Collect data and report measurable outcomes for all work programs for grant funding, supervisor reports, and Community Health Needs Assessment reporting.
- Develop community non-profit and business partnerships to promote workforce development programs.
- Identify funding and grant opportunities which support workforce development programs.
- Write and manage grants for workforce development programs.
- Market all programs to businesses and community-based organizations.

At a minimum, the *Workforce Development Coordinator* is required to successfully perform the job. Qualifications necessary for someone to be considered are:

Physical Requirements: Active participation in POTS Recycle program with collecting, sorting, and baling plastic pots and trays for recycle. Ability to perform required tasks.

Educational: High School Diploma or GED required. Associates Degree or equivalence or similar on-the-job training preferred. Must have driver's license.

Specific Skills: Excellent verbal, interpersonal, and customer service skills with proven ability to interact in an appropriate manner with diverse groups of individuals, including clients, volunteers, referral agencies, and government officials. Aptitude for sorting pots by size and plastic recycle symbol number.

Knowledge of local not-for-profits and their respective services. Must have strong organizational and project management skills. Must be able to work both independently and as part of a team.

Basic Windows-based computer skills in Word, Excel, Internet, Email, PowerPoint strongly preferred.

Must maintain confidentiality.

Please include a cover letter, resume and contact information for three professional references. For full consideration, please submit application to City of Bloomington Township at townshipoffice@cityblm.org. Review of applications will begin immediately and continue until the position is filled.