



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Position Title: Workforce Development Specialist

Job Type: Full-time

Serving: Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Venango, OR Warren County

Date Posted: 11/20/2018

Close Date: Open until filled

Priority Deadline: 12/10/2018

Description: We are seeking a Workforce Development Specialist to join our growing team. This role supports the Director of Workforce Development in the establishment and development of corporate relationship. They will support existing workforce development activities, assist in the development of non-credit and customized training programs for businesses, and play a role in the active recruitment of non-traditional students. This position offers the chance to join a team that is dedicated to improving and investing in workforce development programs for our region and to make an immediate impact upon that important mission.

Specific Responsibilities:

- Meeting with corporate clients to determine their workforce development and training needs
- Initiates cold-calls to potential clients to provide awareness and knowledge of services and programs offered
- Works collaboratively with other college departments, faculty, and staff to facilitate conversations and help provide solutions for workforce development needs
- Assist with the development of non-credit and customized training programs for businesses
- Interact with internal college staff to coordinate training sites, media services, promotional materials, and classroom set-up. Coordinate delivery of training and services on-site at the clients' locations and/or at college sites.
- Update customer relationship management system. Enter all communication, meetings, and correspondence with potential and active clients.
- Advises individual students and guides them from program selection to job placement and/or credit programs
- Assisting in assessing training programs through surveys to ensure programs are meeting clients' needs
- Remain current on workforce development offerings by other groups across the footprint

Required Qualifications:

- Associate degree or the equivalent proven work experience in a related field
- Experience in adult education, workforce development, or corporate training and knowledge in manufacturing and healthcare industries preferred
- Knowledge of relevant grant programs and funding sources for workforce development programming and students is a plus
- Good communication skills, to include excellent phone and written communication skills, as well as verbal communication skills, one-on-one, in groups, and for presentations
- Ability to work independently and thrive in a fast-paced environment
- Knowledge of Microsoft Office 365

- Must be available to work flexible hours, including evenings and weekends, according to recruitment needs and site operating requirements. Will require travel for meetings, conferences, or in between assigned locations in the College's service area
- Must have valid PA driver's license and reliable transportation

NPRC is an Equal Opportunity Employer. NPRC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Application Process:

Please submit resume and a minimum of three references to:

Northern Pennsylvania Regional College
Attn: Workforce Development Specialist
119 Market Street
Warren, PA 16365

Or email to generaladministration@rrcnpa.org

Applications will be accepted until position is filled.

For additional information, please call the NPRC Administrative Offices at 814-230-9010.