



Job Announcement Business Services Coordinator Douglas County

Southwestern Oregon Workforce Investment Board – SOWIB is a 501(c)(3) non-profit organization that invests federal and state funds into the workforce system in Coos, Curry, and Douglas Counties. We coordinate workforce programs and services through a network of local partners. Some of the partner organizations are listed below.

Position Title: Business Services – Douglas County

Classification: Salaried, Full-Time; Exempt

Salary Range: \$52,624 - \$68,343 annually

Competitive Benefits: SOWIB covers employee health, dental and life insurance and 50% of dependent health and dental insurance. Holidays, PTO, and a matching 401k are also included.

Position Purpose:

Work proactively and cooperatively with workforce, economic development and community organizations, and service providers to facilitate development and improvement of the workforce development system. Engage with local businesses and business organizations

Essential Functions:

- Exchange information including business employment needs, as well as opportunities for workforce training and participant placement, including working with business to identify incumbent worker training needs.
- Manage the applications for, and awards of, Incumbent Worker Training funds.
- Engage industry sectors, exchanging workforce information, including coordinating meetings and convenings and representing SOWIB at Douglas County events and meetings.
- Manage and implementation of SOWIB Special Projects in Douglas County. Projects are varied, with a common thread of focusing on Industry Engagement, and the tools required for SOWIB initiatives.
- Represent SOWIB as requested at local meetings and workgroups, regional chambers of commerce, economic development forums, regional business associations, and other relevant organizations
- Act as the Liaison for Rapid Response and/or Layoff Aversion activities within your County of service.
- Assist in the development and implementation of special projects and perform other duties as assigned by the SOWIB program team or Executive Director
- Act as Liaison between local employers and K-12 Career Technical Education (CTE) programs, Community Colleges, and other training programs to ensure students are gaining the skills they need to be ready to enter the workforce
- Manage the design and creation of outreach/marketing materials. Develop social media content specific to each county highlighting available programs, success stories, industry spotlights.

Qualifications:

- Preferred Bachelor's degree in public policy, communications, social sciences or a related field preferred but not required
- Three years of experience in workforce development, private business, and/or community development that includes demonstrated project leadership
- Community connections with business and industry within County of service
- Knowledge of the Workforce Innovation and Opportunity Act is strongly preferred
- Proficient in Microsoft Office applications and the ability to adapt to various electronic data management systems
- Ability to travel daily to meet with employers in person.
- Ability to travel locally, regionally, or nationally to attend seminars, conferences, and meetings
- Ability to establish and meet designated timelines
- Demonstrated ability to: Communicate effectively orally and in writing at all levels, make complex material clear and concise to varied audiences; prepare and make presentations, including sensitive planning and development projects to a variety of workforce system partners and stakeholders; identify, evaluate, and resolve complex project coordination Work collaboratively with people from diverse backgrounds; work independently and as a team player; be detail oriented, with excellent organizational skills to prioritize and handle multiple tasks

TO APPLY: Submit Cover Letter and Resume demonstrating required experience and skills to: info@sowib.org with **"Business Services Coordinator – Douglas County"** in the email subject line.