

JOB DESCRIPTION

Position: **Business Engagement Coordinator**

Position Summary: The Business Engagement Coordinator will develop, implement and sustain the activities for business services across the West Central Arkansas Workforce area. The Business Engagement Coordinator will develop and maintain relationships with local businesses, industry representatives, and training agencies that will lead to participant career placements and stronger business relationships throughout the District. This position will focus on the delivery of business services through an integrated, solution oriented approach by a cross functional team. The Business Engagement Coordinator will promote the goals of the Arkansas Workforce Center by working in partnership with all mandated partners. The Business Engagement Coordinator will develop new sector partnerships and strengthen existing partnerships to address the workforce needs in the local area and create a talent development system. The Business Engagement Coordinator works under the direct supervision of the Executive Director or his designee.

Essential Duties and Responsibilities:

- Develop and executes strategic direction and vision for the Business Service Teams in West Central Arkansas;
- Provides strategies for job development and placement activities across the West Central Arkansas area;
- Develop extensive collaborative relationships with local employers to provide occupational skills training for job seekers;
- Demonstrates to employers the effectiveness and profitability of utilizing workforce business services;
- Participates in Chamber of Commerce functions, economic development partnership meeting and other networking activities;
- Delivers presentations to employer groups and other community based organizations;
- Reports and tracks business services activities;
- Schedules and coordinates on-site recruitment and hiring fairs;
- Coordinates workforce training events, job fairs and employer events;
- Communicates with other workforce team members regarding business' need for placement services, training services, etc.;
- Assist workforce team members in recruiting targeted demographic groups to ensure WIOA performance;
- Assist with special projects, additional grants; and
- Perform other work related duties as assigned by the Executive Director or designee.

Education, Experience, and Skills:

1. A bachelor's degree in public administration, general business, technical writing or a related field plus three years of in managerial capacity in workforce training or a related field; Related or equivalent education or experience may be substituted;
2. Computer literate, with the ability to generate professional documents; and
3. Excellent work ethics and communication skills including self-motivation, and the ability to complete tasks as scheduled.