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Job Title:	Regional Work-Based Learning Coordinator		
Date:	10/3/2022		
Type of Posting:	Internal and External		
Salary:	\$55,000	Salary Group:	B-17
WIT JPID:	15597356	FLSA Status:	Non-Exempt

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ORGANIZATION AND PURPOSE

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

This mission of Workforce Solutions Capital Area is to lead the region's workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

GENERAL DESCRIPTION

You will thrive in this role if...

- You are passionate about talking to others about career pathways, internships, and career exploration!
- You are autonomous, self-driven, and solution oriented.
- You can connect with both clients and businesses in a personable and professional manner.
- You enjoy attending networking events and engaging with others to build program connections.
- You understand the importance of creating goals and collecting outcome data to build out sustainable systems among various stakeholders.

Under general supervision, the Regional Work-Based Learning Coordinator will develop, establish, and facilitate the coordination of job shadowing, internships, apprenticeships, and other career development projects focused on demand industries and target occupations of Capital Area to develop a regional talent pipeline. The WBL Coordinator will focus their efforts on the development, implementation, and scaling of WBL activities to support regional education, workforce, and industry partners and make a positive impact on the regional economy.

The Regional Work-Based Learning Coordinator is a responsible position who will be supervised by the Director of Career Awareness and K-12 Partnerships. This position will work closely with the Austin Opportunity Youth Coordinator and collaborate with the team of Career and Education Outreach Specialists.

Duties include, but are not limited to:

Capacity Building & Coordination

- Serve as an intermediary between Career and Education Outreach Specialists and employer partners, setting up work-based learning opportunities for eligible youth and students.
- Coordinate and develop an industry advisory council for partnering school districts and youth organizations, as needed.
- Support research and development efforts of Director of Career Awareness and AOYC Coordinator to develop a regional Work-Based Learning Framework
- Develop employer-driven work-based learning opportunities for students in high school and post-secondary training or education programs. Work-based learning opportunities can include but are not limited to, job shadows, field trips, industry speaker panels, project-based learning, internships, youth apprenticeships and more.
- Coordinate with organizational and regional partners in the recruitment of industry partners to facilitate WBL activities for youth programs including Career and Technical Education (CTE) programs and youth organizations.
- Support research and development efforts of Director of Career Awareness and AOYC Coordinator to develop a regional Work-Based Learning Framework
- Conduct data collection on outcomes related to employer, school, and student activity
- Monitor the dissemination of WBL opportunities, progress of WBL opportunities, and evaluation of WBL outcomes
- Collaborate with Student Hireability Navigator, Vocational Rehabilitation, and the WIOA Youth Program to leverage WBL opportunities for students with barriers
- Support Career and Education program with strategy development and planning activities related to Workforce Solutions program areas

Stakeholder Engagement Coordination & Network Support:

- Manage database of regional employer partners that facilitate work-based learning activities
- Support the development and management of a CRM system to track student participants
- Develop coordination tools and support capacity building of regional partner organizations.
- Serve as a coordination point of contact for work-based learning activities and initiatives.

Marketing & Communications Support

- Support all Workforce Solutions marketing and communication activities
- Provide and coordinate virtual and in-person general presentations to youth on career awareness and career exploration opportunities
- Provide written and visual communications for employers and industry leaders on available local youth talent pipelines within schools and youth organizations
- Manage and curate content for WBL activities and other Career and Education-related programs, initiatives, and information for dissemination through website, social media, and other channels.
- Provide written and visual communications for student, parent, school, and employer outreach

Administrative Support

- Assist coordination of planning meetings and partner stakeholder engagement

- Coordinate in-person and virtual workgroups between industry leaders and educational partners.
- Manage various administrative functions

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's degree from an accredited four-year college or university. One (1) year of qualifying experience may be substituted for each year (30 semester hours) of college up to a maximum of two years. ***Preferred:*** Workforce development or project management experience, grant reporting experience especially gathering data for reports; ISD experience, as a teacher or counselor; Experience working with middle and high school populations, particularly at-risk students.

Knowledge, Skills, and Abilities

- Excellent interpersonal skills with a collaborative attitude and willingness to work closely with multiple stakeholders in a team environment.
- Requires the ability to work as a team, plan, organize, and prioritize activities;
- Strong computer skills, especially Microsoft Office products and willingness to become proficient in a CRM software, website updates, and social media platforms
- Requires the ability to communicate effectively, both orally and in writing;
- Requires the ability to display a possession of collaborative skills;
- Requires ability to be self-motivated and work independently;
- Experience working with middle and high school populations;
- Experience working with at-risk students;
- Familiarity with local labor market information and the Hire Local Plan;
- Bilingual (English/Spanish) preferred.

Preferred Soft Skills: communication, driven, creative, leader, collaborative, efficient, engaging, flexible, resourceful, and detail oriented.

Registration, Certification, or Licensure

- Must possess a valid driver's license and have access to reliable transportation. Local, in-state and out-of-state travel required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references and criminal background).