



Position Description

Job Title: Workforce Development Specialist
Department: Education
Reports To: Workforce Development Program Manager
FLSA Status: Hourly/Non Exempt

SUMMARY: Assists with workforce recruitment and retention for the IEC Chesapeake Chapter through presentations and various marketing efforts. Coordinates pre-apprenticeships and School-to-Apprenticeships programs for high school students and adults. Assists in developing outreach programs and resources that increase student interest in the electrical field. Ensures adequate jobs and applicants are available to fill vacancies in the electrical industry. Coordinates employment of students with member companies.

ESSENTIAL RESPONSIBILITIES

- Assist with recruitment presentations at schools and organizations in the chapter area.
- Screen, interview and counsel applicants for the various programs; schedule and coordinate interview activity with employers; place candidates with employers
- Coordinate and implement pre-apprenticeship and School to Apprenticeship programs;
- Maintain records database of calls, scheduled follow-up activities and contacts made to recruit apprentices to the IECC Programs.
- Respond to inquiries regarding programs.
- Assist current students with employment opportunities.
- Prepare reports and presentations as needed.
- Produce and post content on various social media platforms
- Coordination of and assistance in physically opening and closing classes/events including Saturdays and possibly out of town locations when needed.
- Act as additional back up for answering phones and greeting customers.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Must have excellent organizational and planning skills**
- Minimum of - four years of related experience; or equivalent combination of education and experience.
- Experienced knowledge of Windows, MS Office, Outlook, data base management programs and presentation software.
- Must be knowledgeable and active on social media platforms.
- Must be comfortable in public speaking to small and large groups.
- Must have strong analytical skills.
- Must be able to travel within the chapter territory
- Ability to work independently and without supervision
- Exceptional written, oral, interpersonal and presentation skills, and the ability to effectively interface with staff, boards of directors, general public.

- Excellent communication skills; keen appreciation for follow up, follow through, and attention to detail
- Ability to work effectively with a diverse group of participants, staff, and community
- Ability to lift up to 50 pounds.
- Must have current driver's license and clear DMV record.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Must have high level of interpersonal skills to handle sensitive and confidential information and situations. Position continually requires demonstrated poise, tact, and diplomacy.

PHYSICAL DEMANDS

Generally, minimum physical exertion is required. Frequent travel, between offices and remote locations, requires the ability to drive and use of a personal vehicle. Ability to work a varied schedule, including evenings and weekends.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.