



## **Coordinator for Workforce Orientation & Retraining Keys (WORK)**

### **POSITION DESCRIPTION:**

Position is a 12-month appointment to begin when filled and reports to the Vice President for Workforce Development. The position will develop and implement a comprehensive and aggressive recruitment plan. The position will also maintain all student files and records with emphasis on managing incentive funds, attendance and progress. The ideal candidate should be persuasive, results-oriented and able to work independently and as part of a team. He or she must possess excellent communication and interpersonal skills. The successful candidate must have excellent organizational skills and a high level of energy. He or she must be able to effectively coordinate and manage class schedules while lining up instructors and providing instructional resources.

Through a joint partnership between Arkansas Northeastern College, Great River Economic Development Foundation, and area industries, the WORK program goal is to provide individuals the necessary skills to begin or advance their career in an industrial environment. WORK will provide training in areas such as workplace ethics, interpersonal communication, math, literacy, and first aid. Completers of the WORK program will have the opportunity to obtain the following:

- Three hours of ANC credit for the Workplace Essentials course
- An American Heart Association CPR card
- A Career Readiness Certificate (CRC)

### **QUALIFICATIONS:**

Bachelor degree preferred with relevant experience considered. Must possess and demonstrate the ability to communicate effectively both orally and in writing, and the ability to utilize technology.

### **POSITION JOB DUTIES:**

This position includes a wide range of coordination activities including:

- Recruiting students through a comprehensive and aggressive plan, including grass-roots efforts through the local faith-based community
- Assisting with the recruiting and coordinating program mentors
- Documenting student attendance and progress
- Managing incentive funds
- Planning class schedules and lining up instructors
- Providing classroom facilities and instructional materials
- Maintaining and enhancing ANC's relationship with area industrial leaders
- Working with local temporary staffing agencies to allow access to WORK completers
- Scheduling job interviews for successful participants
- Coordinating with ANC career placement services and ANC career coaches in local high schools to help match individuals with local job opportunities

- Monitoring continued employment of placed students
- Representing the WORK program at appropriate community events
- Serving as an ambassador for ANC
- Other duties as assigned by the Vice President for Workforce Development

**SALARY:**

Salary is determined by education and experience as defined on the faculty placement schedule. A generous fringe benefit package is included.

**APPLICATION DEADLINE:**

Review of applications will begin immediately and will continue until the position is filled. Interviews may occur through the application period.

**APPLICATION PROCEDURE:**

To apply, send completed ANC application, letter of interest, resume, transcripts, and references to: **ANC Human Resources Office, P. O. Box 1109, Blytheville, AR 72316-1109.** Call (870) 762-3121 for more information.

**DATE OF ANNOUNCEMENT: July 6, 2017**

*ANC is an affirmative action, equal opportunity employer*