



POSITION: ASSISTANT WORKFORCE DIRECTOR DATE: 9/12/2024

SUPERVISOR: Executive Director APPROVAL DATE: 9/12/2024

PRIMARY LOCATION ASSIGNMENT(S): [] REMOTE [x] WBLV [x] OUTSIDE LOCATION(S): schools, fairs, other remote locations

EXEMPTION STATUS: [x] EXEMPT [] NONEXEMPT [] TEMPORARY

HOURS WORKED: [] PART-TIME [x] FULL-TIME [] GRANT-BASED

JOB DESCRIPTION: ASSISTANT WORKFORCE DIRECTOR

SUMMARY

The Assistant Workforce Director assists the Workforce Board Lehigh Valley (WBLV) Executive Director in the implementation of workforce development strategies, planning, policies, and directives, as well assisting in the day-to-day activities involved in Lehigh Valley’s workforce development system.

ESSENTIAL DUTIES AND EXPECTATIONS

- Implement the Workforce Board Lehigh Valley’s (WBLV) mission, goals, objectives, initiatives, and Strategic Plan, including the provision of support for its committees and assistance in reviewing labor market and other data for policy decisions.
• Research, identify and develop new sources of funding in preparation of grant applications, programs and project proposals.
• Prepare grant applications, programs, and project proposals.
• Assist the WBLV Executive Director in writing and implementing the Workforce Innovation and Opportunity Act (WIOA) Local Plan.
• Assist with Executive Director in drafting and finalizing WBLV Committee Agendas, and provider leadership at WBLV Committee and Quarterly Board Meetings.
• Manage connections with business and industry, with an emphasis on the Greater Lehigh Valley Chamber of Commerce serving as the WBLV’s Business Intermediary, PA CareerLink® Lehigh Valley Business Services Team, and youth workforce development.
• Serve as a strategic liaison to the PA CareerLink® Lehigh Valley administrative team.
• Network and provide outreach and awareness with key community stakeholders, such as business and industry, professional organizations, county, city, and local municipal leaders, community-based organizations, policymakers, Lehigh Valley Planning Commission, and Lehigh Valley Economic Development Corporation.
• Host and/or assist with development and participate in workshops, conferences, seminars, roundtables, and other events centered on workforce development.

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We are an equal opportunity employer, and we welcome diversity in all forms. Reasonable accommodation may be available to enable individuals with disabilities to perform the essential functions of the job.

JOB DESCRIPTION: ASSISTANT WORKFORCE DIRECTOR

- Develop and implement special programs as directed by the Executive Director and WBLV Board.
- Monitor outcomes, conduct surveys, gather data, prepare reports, draft policies and procedures, and other administrative functions.
- Oversee job and labor market data and statistics on the workforce and employer base through the PA Center for Workforce Information & Analysis, while partnering with the Lehigh Valley Planning Commission under a shared staff agreement.
- Coordinate with the WBLV Fiscal Director on budgets and contracts.
- Other duties as assigned.

ESSENTIAL EDUCATION AND SKILLS

The successful candidate must have a bachelor's degree in Public Administration, Business Administration or an acceptable equivalent combination of education and experience. They also must have experience in strategic planning, public policy, knowledge of the Lehigh Valley labor market, and workforce development.

Skills also must include:

- Excellent organization, thoroughness, diligence, and writing skills.
- Strong skills in identifying and preparing federal, state and local grants.
- Ability to operate collaboratively as well as individually.
- Exceptional forward-thinking creativity.
- A strong commitment to ethical decision-making.
- Superior communication skills with people at all levels of an organization, including the WBLV staff, WBLV Executive Director, WBLV Board, committees, councils, employers, decision-makers, business executives, and others.
- Ability to analyze effectively, logical decision-making, and multitasking skills.
- Solid technical and digital abilities.
- Excellent presentation skills, including the ability to speak publicly, educate, advocate, and communicate effectively.
- Strong fiscal ability, including grant calculation, budgeting, and administration.
- Ability to work in a fast-paced environment.

SALARY: Competitive salary and benefits package.

ADDITIONAL NOTE

This is not a remote access position.

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