



BUSINESS DEVELOPMENT COORDINATOR JOB DESCRIPTION

Position Overview: The Business Development Coordinator will support the Director of Workforce Innovation and Business Partnerships + Development in implementing and managing workforce development programs, including WIOA On-the-Job Training (OJT), Incumbent Worker Training (IWT) and Apprenticeships. This role is responsible for business development, coordinating program activities, engaging with stakeholders, and ensuring the effective delivery of training initiatives.

Key Responsibilities:

- Participate in Rapid Response function by inventorying, acquiring and assembling Rapid Response materials for Rapid Response meetings. Assist with assembling Rapid Response Team members, scheduling Rapid Response meetings and preparing agendas. Also, survey affected workers, compile results and share information with One-Stop Career Center partners.
- Provide assistance to employers in four county region through the benefits of the Incumbent Workforce Training program. Assist employers with application process, score sheets for grants applications, submit applications and prepare contracts for awarded funds. Also monitor active contracts and complete applicable reports.
- Promote (OJT) On-the-Job Training program to employers in four county region. Provide training and technical assistance to One-Stop Career Center staff and contractors pertaining to specifics of OJT program. Also monitor OJT contracts, provide updated forms to OJT staff and create marketing materials for OJT program.
- Provide assistance to Greater Memphis American Job Centers in four county region through services such as creating employer surveys, setting up employer/staff seminars and creating/providing brochures and marketing materials for employers.
- Research and provide (LMI) Labor Market Information to employers, state agencies, community colleges, chambers of commerce and Greater Memphis American Job Centers within region.
- Establishes rapport with area businesses; maintains on-going relationships with businesses.
- Enlists cooperation of community and business leaders to help increase awareness of available workforce services in the community.
- Attend Business Services Representative meetings. Also participate in statewide special projects.
- Performs related duties as required.

Qualifications:



- Bachelor's degree in Business Administration, Human Resources, Workforce Development, or a related field.
- Experience in program coordination or administration, preferably in workforce development or a related field.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills for interacting with diverse stakeholders.
- Ability to manage multiple tasks and prioritize effectively.
- Proficiency in Microsoft Office Suite and experience with data management systems.
- Valid Driver's License in good standing and proof of current automobile insurance required

Preferred Skills:

- Familiarity with WIOA regulations and workforce development practices.
- Experience with community outreach and engagement.
- Knowledge of local labor market trends and employer needs.

Working Conditions:

- Full-time position with a mix of office-based and fieldwork responsibilities.
- Occasional travel within the local area for meetings and events.

Salary: Commensurate with experience.

Application Process:

Candidates interested in the Business Development Coordinator role should submit a resume, cover letter, and references detailing their relevant qualifications and experience to bwilks@greatermemworkforce.com by September 4, 2024.