



**Job Title:** Workforce Development Coordinator  
**Reports To:** Chief Program Officer  
**FLSA Status:** Full-Time, Non-Exempt  
**Days/Hours:** Monday – Friday, 8am-5pm (Saturdays April through June)  
**Location:** Office (location in Ukiah – exact location TBD travel throughout North Coast region.)  
**Salary Range:** \$23-\$30 per hour

**Summary:**

The Workforce Development Coordinator provides administrative support and coordination to NCBE’s Workforce Development Programs. The Workforce Development Coordinator will support NCBE’s Director of Workforce Development and Education and run the North Bay Construction Corps program in Mendocino County.

**Essential Duties and Responsibilities:**

- Oversee the outreach, promotion, and implementation of the North Bay Construction Corps (career exploration and training program for high school seniors).
- Monitor implementation of program policies and practices.
- Recruit and support NBCC Mendocino programs coordinators to implement program.
- Work to keep programs on schedule, within stated budgets and functioning smoothly.
- Support program growth and development as necessary.
- Coordinate program communications.
- Create and maintain program records, reports, and presentations.
- Work with Communications Director to manage marketing and communications.
- Work with Communications Director to gather student stories and testimonials (written, verbal and video) to effectively communicate the organization’s impact to stakeholders.
- Develop and maintain relationships with current and former program participants.
- Represent NCBE at community events, meetings, and other public activities.
- Other duties and responsibilities as assigned.

**Qualifications:**

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**Education and Experience**

- 2+ years’ experience in program design and implementation
- Demonstrated excellence in developing and growing workforce development programs.
- Strong working knowledge of project/program design and workforce/economic development



- Excellent oral and written communication and interpersonal skills with the ability to present and inspire members, industry representatives, students, and education leaders.
- Ability to effectively manage projects and multiple objectives/tasks.
- Ability to collect and analyze data to ensure program effectiveness.
- Ability to build and maintain positive relationships.
- Working mastery of computer programs including Microsoft Suite (Word, Power Point, Excel, Outlook)
- Detail oriented, adaptable, organized with demonstrated ability to successfully manage multiple projects and tasks.
- Embraces change and promotes a culture grounded in adaptability.
- High energy, outgoing, team player with a passion for driving success and a vision for expansion.
- Reliable, responsible, and dependable in fulfilling obligations.
- Bilingual abilities are a plus.

#### **Certificates, Licenses, Registrations**

- Must possess a valid California drivers' license, proof of auto insurance and be insurable.

#### **Physical Requirements**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Constantly required to sit; constantly required to use hands to finger, handle, or keyboard; occasionally required to reach with hands and arms; Occasionally required to stand and walk.

#### **Work Environment**

The work environment is one generally found in a temperature-controlled professional office setting.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. Duties, responsibilities, and activities may change at any time with or without notice.

**To apply, please send a cover letter and resume to [nicollette@ncbeonline.com](mailto:nicollette@ncbeonline.com) by September 27, 2024**