

Hillside Family of Agencies

Position: WORKFORCE DEVELOPMENT COORDINATOR, Record # 9248

Affiliate: Hillside Work-Scholarship Connection

Region: Monroe

Program: Hillside Work Scholarship Connection

Location: Rochester, NY

Hours: Full Time - 40 Hours - Monday - Friday 8:30am-5pm

Requirements:

Workforce Development Coordinator (Jobs Institute, HW-SC)

Workforce Development Coordinator is responsible for coordinating and supporting regional Hillside Work Scholarship Connection (HW-SC) operations to increase graduation rates via job readiness success: students through training, students in a successful first job experience. The Coordinator will develop and support new and current best practices and processes to reach effective and efficient HW-SC workforce development efforts. This position can be physically located in any HWSC region (NY or MD).

Responsibilities include, but are not limited to:

- Cross Regional Support: support and coordination for workforce readiness, training, YETA, (Youth Employment Training Academy), and any enhancements, to help maximize efficiency and effectiveness. Must be able to create new trainings based on youth workforce readiness.
- Serves as the cross-regional Trainer of Trainers for HW-SC workforce readiness trainings also serves as primary additional workforce readiness trainer for national and regional contractual needs and support.
- Monitors, tracks and supports HW-SC workforce readiness programming, including training, fidelity and effectiveness.
- Works independently to coordinate, monitor and support cross-regional quality improvement processes for all HW-SC workforce readiness programming and training, including, but not limited to YETA. At times, will serve as the developer and designer of new content and/or delivery methodologies.
- Will work with regional employment teams to understand when and how to assess a community's skill and labor needs
- Uses reporting data to inform leadership and colleagues to influence program strategy.
- Works with Marketing and Communications department to ensure consistent branding across regions.
- Responsible for the administration of HR related functions for assigned staff to include hiring, termination, performance evaluation, development, employee discipline/corrective action and compensation.
- Aligns the right work with the right people; delegates tasks according to people's strengths and interests. Ensures staff has the skills and resources to be successful. Provide staff with coaching, training and opportunities for growth to improve their skills. Treats staff fairly and consistently. Shares accountability when delegating and involves staff in setting their performance goals.
- Ensures HFA policies, procedures and all applicable governmental laws/regulations/guidelines are followed. Makes decisions and has authority to implement decisions in conjunction with the leadership structure of the given area of responsibility.

Requirements: Bachelors Degree in Education, Human Services, Youth Development, or related field. Masters Degree preferred. 3-5 years of experience required in Education Human Services, Training, Workforce Development, within Hillside Work Scholarship or a similar background. Strong project management skills, follow-through, excellent verbal and written skills with exceptional attention to detail

needed. Experience with recruitment, orientation and training helpful. Intermediate proficiency with Excel and thorough knowledge of ETO (Efforts Toward Outcomes) and Core Services Model 2.0.
To apply email resume and application part A to jobs@hillside.com job number 9248 in subject line for consideration..