



Community and Economic Development Associates

Position Description:

Community Workforce Coordinator

Community and Economic Development Associates (CEDA) seeks an individual to fill a Regional Workforce Coordinator Position.

Interested, qualified individuals may submit resume and cover letter to info@cedausa.com.

About the Organization - CEDA was created in 1986 as a private, 501(c)(3) non-profit corporation then called the Southeastern Minnesota Development Corporation. In 2010, the agency became Community & Economic Development Associates (CEDA) as a result of increased interest and inquiries received from communities outside of the agency's original service area of Southeast Minnesota. The name change reflects CEDA's commitment to providing services to fit the needs of any rural community. CEDA provides onsite and/or project based economic and community development services to rural communities and counties in Minnesota, Illinois, and Iowa currently. Our team brings with it over 150 years of collective development experience. For additional information about CEDA and the services we provide, check out our website at www.cedausa.com.

Job Title – Community Workforce Coordinator

Number of Openings – 1 **Full-time/Part-time** – 1 **Starting Salary Range** – \$40,000-\$45,000

Location – Southcentral Minnesota; Regional travel required.

Hours – 8 a.m. – 5 p.m. Occasional early morning and/or evening meetings may be required.

Position Description: This position will be responsible for the execution of work necessary to serve CEDA's Community Support Program contracts. The Community Workforce Coordinator will facilitate the implementation of career readiness opportunities within these school districts: Blue Earth Area and United South Central. This is a grant funded position made possible through funds from the Greater Twin Cities United Way Grant: Guided Pathways to Success and the South Central Perkins Consortium Grant.

Responsibilities include (but are not limited to):

SCHOOL-BUSINESS COMMUNITY LINK

1. Serve as a liaison between high school students and the business community for work exploration, job shadowing, internships, and/or work experiences.
 - a. Recruit employers and students to participate in job shadowing, community-based work experience and on-the-job training programs.
 - b. Supervise and manage the program.
 - c. Develop and manage partner agreements.
 - d. Seek out new partnership opportunities within the existing business community and develop actionable steps that lead to authentic student engagement in workplaces.

COMMUNICATIONS AND SUSTAINABILITY

1. Market and promote the program through multiple channels including websites, social and traditional media, service organizations, community groups, local employers and Chambers of Commerce.

DATA COLLECTION

1. Create and manage a database of all business partners and volunteers that participate in the work experience program.
2. Develop, monitor and communicate metrics and milestones associated with partnerships and perform metrics reviews and analysis of performance against other objectives.

The Community Workforce Coordinator will report to CEDA's management team consisting of the company's Vice Presidents, Senior Vice President and President/CEO.

Qualifications – CEDA is looking for a team member who wants more than just a job. We're seeking a passionate, engaging individual who can find excitement and value in the important work that our organization does.

The ideal candidates should be self-motivated, possess high business morals, have excellent oral/written communication skills, and be energetic, results-oriented, and able to develop productive relationships. Qualified applicants should have applicable experience or a degree in community/economic development, public administration, business administration, marketing, management, or another relevant field.

Preferred Qualifications:

1. Independent worker that demonstrates initiative and high-level task completion
2. Proven ability to establish and maintain cooperative, effective working relationships with others
3. Ability to meet deadlines
4. Ability to work with District partners and negotiate agreements and student opportunities
5. Demonstrate strong interpersonal skills and leadership ability
6. Excellent oral and written communications
7. Experience with program development and implementation

Applicant must have a valid driver's license and reliable means of transportation.

Working Conditions – Work is performed in typical office environment with frequent travel within and outside school district to oversee operations and attend meetings, conferences and other functions.

Physical Requirements:

- Ability to sit for long periods of time
- Lift up to 50 pounds or force on occasion and up to 20 pounds more frequently
- Handle and feel objects, tools or controls, and reach with hands and arms
- Ability to hear voices in person and over the telephone.
- Have vision abilities that include close vision and the ability to adjust focus

F.L.S.A Classification: 1. No Exemption Status
 2. Non-Supervisory
 3. Non-Exempt Overtime

This institution is an equal opportunity provider.

Note: This job description includes the primary job duties and requirements for the position. However, in no way is this intended to provide an exact description of all potential duties and requirements. CEDA reserves the right to change this job description at any time

CEDA places a high premium on professionalism and, as such, expects all employees to consistently conduct themselves in a manner which reflects positively upon CEDA.