



WORKFORCE COORDINATOR

POST DATE: June 3, 2019
LOCATION: MWDB, 100 Executive Center Drive, Suite 218, Columbia SC 29210
JOB TYPE: Regular, Full-Time
DEPARTMENT: Workforce
CLOSING DATE: June 14, 2018

POSITION DESCRIPTION

The Workforce Coordinator provides administrative assistance and support to the Midlands Workforce Development Board (MWDB) and board staff.

REPRESENTATIVE DUTIES:

1. Assists with preparation of reports for presentations, meetings, and other community outreach.
2. Coordinates with MWDB staff to provide partners, business customers and program participants with assistance and information regarding area programs and services.
3. Performs data entry of required program information in the statewide workforce database.
4. Updates and maintains records, files, databases, reports and other documentation.
5. Assists with social media and other outreach efforts to provide information regarding programs and events.
6. Attends meetings and records minutes.
7. Assists with planning and attending community outreach programs to support the Midlands WIOA program and SC Works system.
8. Assists in special projects and coordination of events such as board meetings, contractor meetings, training sessions, job fairs, etc.
9. Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

- A. High School Diploma/GED is required. Graduation from an accredited four-year college or university with a BS degree is preferred;
- B. Knowledge of workforce, grant-funded, state government, and/or training and education programs; or
- C. Any equivalent combination of education and experience which provides the necessary skills and abilities

SKILLS NECESSARY:

1. Skill and ability to effectively communicate orally and in writing;
3. Technologically proficient, including knowledge of Windows and MS Office products;
4. Ability to operate standard office equipment, including but not limited to, computers, telephone, copiers, scanners and fax machines;
5. Ability to work without constant direct supervision, to exercise discretion and independent judgment.
6. Ability to respond to common inquiries or complaints;
7. Skill and ability to manage multiple/parallel projects;
8. Skill and ability to effectively organize/prioritize work and manage time in order to meet deadlines;
9. Ability to interact with employees, employers and the general public in an effective and professional manner;
10. Ability to deliver superior customer service.
11. Ability to maintain the highest level of confidentiality.

Interested and qualified candidates should submit an application and resume. To download application, go to www.cmcog.org, click on "News and Events" then "Employment". Applicants must send application and resume to: mwdb@midlandsworkforce.org.

Offers are contingent on the verification of credentials and other information required by the application process which may include the completion of a criminal history and background.

CMCOG is an Equal Opportunity Employer