



MIDLANDS BUSINESS & INDUSTRY LIAISON

POST DATE: January 6, 2023
HIRING RANGE: \$53,000 - \$63,000
LOCATION: CMCOG, 236 Stoneridge Drive, Columbia SC 29210
JOB TYPE: Regular, Full-Time
DEPARTMENT: Midlands Workforce Development Board
CLOSING DATE: Open Until Filled

POSITION DESCRIPTION:

The Central Midlands Council of Governments (CMCOG) is seeking Midlands Business & Industry Liaison. Reporting to the Workforce Development Director, this individual will lead business and industry focused workforce activities in the Midlands offices to include serving as the Business Service Lead for the area, aligning Workforce Innovation and Opportunity Act (WIOA) participant services to the local area employment needs and coordinate sector strategies for the Midlands area in cooperation with the Central Region partners.

JOB RESPONSIBILITIES:

1. Serve as the single point of contact for Midlands area employer services
2. Facilitate Midlands Business Services Team meetings
3. Coordinate business engagement across the SC Works partners
4. Provide as a liaison for intensive business relationships to include Incumbent Worker Training, Rapid Response, Apprenticeship, WIOA work-based learning activities and special projects
5. Focus on building business services engagement in the rural areas of the Midlands
6. Host and facilitate meetings to engage business partners in the area's workforce services
7. Facilitate and expand sector partnerships within the priority sectors
8. Assist in aligning the areas participants to meet the needs of local employers
9. Provide support for local hiring events and job fairs.
10. Seek to build collaborative relationships among partners and employers to implement WIOA in the MWDA.
11. Engages local businesses to encourage utilization of the SC Works Centers through on-site recruitment events as well as workshop provision.
12. Assists in Center Operations at the direction of supervisor.
13. Reviews, identifies, and makes any necessary changes to area correspondence, public announcements, training presentations or public information materials developed by staff members.
14. Makes presentations to professional associations and at statewide conferences about the area's programs and innovations.
15. Administers, interprets, and explains policies, rules, regulations, and laws to organizations and individuals under authority of the MWDB. Directs and conducts studies and research and prepares or oversees preparation of reports and other publications relating to operational trends and program objectives and accomplishments.
16. Consults with staff and others in government, business, and private organizations to discuss issues, coordinate activities, and resolve problems.
17. Reviews and analyzes legislation, laws, and state and local policy and recommends changes to promote and support interests of general population, as well as special groups.
18. Prepares, reviews, and submits reports concerning activities, expenses, government statutes and rulings, and other items affecting business or program services.
19. Engages local media (print, radio, and television) to assist in generating public awareness of SC Works Midlands services.
20. Plans, promotes, organizes, and coordinates public community service programs and maintains cooperative working relationships among public and agency participants.
21. Delivers speeches, writes articles, and presents information for organization at meetings or conventions to promote services, exchange ideas, and accomplish objectives.
22. Participates in activities to promote business and expand services, and provides technical assistance in conducting of conferences, seminars, and workshops.
23. Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Bachelor's degree with a minimum of two years of experience in a related field that may include public administration, planning, social work, business, or a related field. Master's Degree is preferred but not required.
- Any combination of education and experience which provides the required knowledge, skills, and abilities.

PREFERRED QUALIFICATIONS:

- Excellent communication skills and the ability to effectively manage complex analytical tasks;
- Knowledge and use of operating standard office equipment such as computers, telephone systems, copiers, and facsimile machines, as well as working knowledge of Windows, Word, Excel and Outlook;
- Excellent interpersonal skills to interact with employees, associates, government officials and the general public in an effective and professional manner. Ability to establish harmonious and effective working relationships. Discreet and diplomatic;
- Professional ability to maintain a cordial and productive working relationship with people of varied social, cultural, and educational background;
- Excellent interviewing skills to deal effectively with the public in handling inquiries and communicating information;
- Ability to oversee grant project activities in assigned program areas;
- Ability to collaborate with relevant leadership regarding strategic planning, marketing, and process improvements;
- Ability to oversee fiscal processes including annual budget and expenses; and
- Ability to effectively lead, supervise, and delegate tasks and authority.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Interested and qualified candidates should submit a resume, cover letter, and application. To download the application, go to www.centralmidlands.org, click on "News and Events" then "Employment". Applicants should send their resume, cover letter, and application to: recruiter@centralmidlands.org. This information may also be mailed to CMCOG Recruiter, 236 Stoneridge Drive, Columbia, SC 29210 by the closing date shown above.

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.