



Job Description

Job Title:	Credentials Review Committee (CRC) Manager	FLSA Status:	Exempt
Department:	Business & Workforce Strategies	Reports to:	SVP, Business & Workforce Strategies
Effective:	July 21, 2022		

PURPOSE

The Credentials Review Committee (CRC) Manager supports the Credentials Review Committee and the achievement of its statutory deliverables including convening quarterly meetings, managing the quarterly review of credential applications for inclusion on the Master Credential List, the annual review of all credentials against new labor market data, and the bi-annual review of the Framework of Quality. This position serves as the primary liaison between the CRC, Florida's business community, and state agency partners (including but not limited to DEO, DOE, and the REACH Office at EOG) ensuring that CRC deliverables are met. The CRC Manager is responsible for Committee Member relations including the recruitment and vetting of new members and maintaining adherence to the committee charter.

DUTIES AND RESPONSIBILITIES

- Plans, coordinates, and executes the logistical requirements for all CRC meetings including but not limited to identifying venue requirements, gathering information to support a booking decision, meeting preparation, and providing on-site logistics management.
 - Manages the process for recruiting and vetting committee member appointments in consultation with the SVP of Business & Workforce Strategies.
 - Maintains committee records including appointments information and charter requirements such as financial disclosure forms.
 - Serves as a resource and support for committee members including facilitation of conference calls and webinars as well as coordination of committee-related requests and meeting follow-up activities.
 - Develops and implements an onboarding program for new committee members including communications tools to support new-member orientation and ongoing committee member relations.
 - Manages the quarterly review of credential applications for the inclusion on the Master Credential List, the annual review of all credentials against new labor market data, and the bi-annual review of the Framework of Quality.
 - Serves as the primary liaison between the CRC, Florida's business community, and state agency partners (including but not limited to DEO, DOE, REACH Office at EOG) maintaining effective working relationships and ensuring that CRC deliverables are met.
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- Establishes and maintains ongoing industry engagement with state partners such as the Florida Chamber, Florida Makes and Space Florida to advance the mission of the CRC.
 - Collaborates with the communications team to develop strategic communications tools to ensure that Florida's business community is engaged in the ongoing development of the state Master Credential List through systems that allow for both industry validation and industry-driven credential inclusion.
 - Advocates and communicates internally and externally on behalf of CareerSource Florida.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

- A minimum of 5 years of experience in program planning and implementation and business development and/or government relations.
- Ability to develop communications strategies and convey a clear value-based message for a defined target audience.
- Experience managing multiple projects involving technical, business, strategic, marketing and planning activities.
- Strong attention to detail with ability to ensure details are not overlooked.
- Ability to work in a time sensitive and deadline driven environment.
- Strong project management skills with ability to quickly adapt to changing priorities.
- Strong verbal, written and presentation communication skills with the ability to interact with all levels of individuals, internally and externally.
- Experience working with multiple stakeholders including government, education, or the private sector.
- Knowledge of Florida Government in the Sunshine including meeting notice requirements.
- Proficient with Microsoft Office products.
- Ability to travel as required.

PREFERENCE(S)

Proficient with data tools and systems such as Salesforce and labor market data systems.

EDUCATION OR CERTIFICATIONS

Bachelor's degree in a related field or an equivalent combination of credentials, training and experience.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 10 pounds at times.

SALARY RANGE \$51,452 - \$64,316 - \$77,179

CareerSource Florida is subject to the Public Records Law, Chapter 119 of the Florida Statutes and the Sunshine Law, Chapter 286 of the Florida Statutes. Applicant submissions could potentially be subjected to public disclosure.

CareerSource Florida is an Equal Opportunity Employer and an E-Verify Employer.
