



# Job Description

<b>Job Title:</b>	Program Coordinator	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Business & Workforce Strategies	<b>Reports to:</b>	SVP, Business & Workforce Strategies
<b>Effective:</b>	July 21, 2022		

## PURPOSE

The Program Coordinator directly supports the ongoing operations and administrative planning requirements of the Business & Workforce Strategies Unit. This position will also provide support for development and expansion of Registered Apprenticeship opportunities, the network of Apprenticeship Navigators and the execution of Credentials Review Committee deliverables. The Program Coordinator is responsible for coordinating tasks and activities consistent with organizational goals.

## DUTIES AND RESPONSIBILITIES

- Provides administrative support in the execution and management of programs to include, but not limited to, the Credentials Review Committee, strategic Registered Apprenticeship expansion efforts and the network of Apprenticeship Navigators.
- Serves as a liaison to and maintains effective working relationships with other key stakeholders such as the Florida Departments of Education and Economic Opportunity, the REACH Office in the Executive Office of the Governor, the CareerSource Florida network, Credentials Review Committee Members, economic development organizations, career seekers and businesses.
- Provides administrative support for all meetings of the Credentials Review Committee and associated workgroups.
- Manages and coordinates the engagement of the Local Workforce Development Board's Apprenticeship Navigators.
- Coordinates, and facilitates regular training programs for Apprenticeship Navigators.
- Manages groups and members in Microsoft Teams and reviews and proofs related documents ensuring proper storage in Microsoft Teams and other electronic environments.
- Conducts research of existing, expanding, and innovative programs, policies, and best practices to support credential attainment, including Registered Apprenticeships.
- Assists in developing and executing communication strategies, presentations, and plans to expand and increase awareness of credentials/Registered Apprenticeship programs and other work-based learning strategies to businesses and individuals.
- Develops, identifies, and maintains an electronic document repository for innovative credentials/Registered Apprenticeship programs, best practices, pilot programs, policies, contractual services, and other related supporting documentation.

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- Assists in the coordination of administrative functions, including scheduling meetings, electronic document repositories, developing meeting minutes and key takeaways, proofing of communications, coordination of travel arrangements, and other related administrative responsibilities.
  - Creates PowerPoints and other supportive materials for presentations.
  - Advocates and communicates internally and externally on behalf of CareerSource Florida.

#### **QUALIFICATIONS, SKILLS, AND EXPERIENCE**

- A minimum of 3 years of experience in research, analysis, program planning, and evaluation.
- Ability to understand communications strategies and convey a clear value-based message for a defined target audience.
- Experience coordinating 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 thrive in high-pressure, time-sensitive scenarios.
- 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.
- 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 preferred.

#### **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 \$43,587 - \$54,485 - \$65,382**

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.

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