



Job Description

Job Title:	Program Coordinator	FLSA Status:	Exempt
Department:	Workforce Program Development	Reports to:	VP, Workforce Program Development
Effective:	July 1, 2025		

PURPOSE

The Program Coordinator serves a vital support function within the Workforce Program Development team. This role is responsible for providing high level customer service and responsiveness to inquiries from various CareerSource Florida programmatic stakeholders, network partners, businesses, and other entities regarding workforce development programs. The Program Coordinator independently manages logistics and execution of meetings, webinars, training sessions, and workshops with a high degree of detail orientation. The position also has a crucial role in supporting the Strategic Policy Council and the Credentials Review Committee through active coordination, record-keeping, and compliance management.

DUTIES AND RESPONSIBILITIES

- Respond to inquiries from a variety of programmatic stakeholders, network partners, businesses, and other entities regarding workforce development programs or initiatives.
- Develop and maintain shared communication and resource repositories in Smartsheet and Microsoft Teams for stakeholders inside and outside the organization.
- Coordinate meetings, webinars, training sessions, workshops, and events by managing logistics, registrations, and participant communications.
- Create participant materials and provide on-site support during events to ensure successful execution.
- Develop presentations and reports that effectively communicate program objectives and outcomes.
- Communicate program or policy updates to stakeholders and network partners promptly and as required.

- Serve as a resource for the Credentials Review Committee members, facilitating conference calls and webinars as needed.
- Coordinate Strategic Policy Council information requests and manage follow-up activities for meetings.
- Maintain accurate records for council and/or committee meetings and documents including appointment information and compliance with charter requirements (e.g., financial disclosure forms).
- Collaborate with the communications team to design and implement an onboarding program for new CRC members; develop communications tools to support new-member orientation and foster ongoing committee member relations.
- Assist in the development, organization, and implementation of workforce development programs, policies, and initiatives.
- Conduct research, data analysis, and assist with program evaluation.

Qualifications:

- Two years' experience in workforce development, economic development, education, program coordination, or a related field.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office products and experience with project management or data analysis tools or software.

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.
- Periodic standing and bending.
- Must be able to lift up to 10 pounds at times.

SALARY RANGE \$49,941 - \$62,428 - \$74,193

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