



Workforce Program Coordinator

Here is a wonderful career opportunity for a person who wants to make a positive impact in the local community. Lane Workforce Partnership (LWP) is looking for someone with project management skills and the ability to develop, coordinate, and evaluate workforce programs, through negotiating, writing, and monitoring contracts. Come work in a positive, inclusive work environment, with excellent salary and benefits, where you can help build and sustain critical workforce programs in Lane County.

Starting Salary: \$41,600 to \$52,000 per year based on experience

Successful Candidates will bring:

- Familiarity with project management, including program planning, development, and evaluation.
- Familiarity with contract administration and governmental service planning.
- Strong public speaking and communication skills, with the ability to express ideas effectively, clearly, and persuasively, both orally and in writing.
- The ability to develop goals and procedures and to anticipate task requirements inherent to the assigned area of responsibility.
- At least one year's experience in community and human services planning, development, and evaluation, or a combination of experience and training.
- A Bachelor's degree with major course work in public administration, community services, business administration, or a related field or equivalent experience.
- Two or three years of increasingly responsible experience in community and human services or workforce program planning preferred.

Your New Position:

You will be involved in the researching, planning, developing, implementing, and evaluating workforce programs through contracts, subcontracts, and grants, with governmental, public, and private agencies. Responsibilities also include establishing and maintaining liaison with public and private agencies related to the program along with meeting representatives of various boards and committees on program issues. You will administer and monitor contracts with outside agencies and develop program plans for the oversight of subcontractors. Other assignments might include program budget preparation, grant writing and assisting with the development of Lane Workforce Partnership policies, LWP is looking for a critical thinker who can take initiative, work independently, and follow a project through to the end. It is a position that requires independence and decision-making while collaborating and communicating with a team.

Your New Organization:

As a local non-profit, Lane Workforce Partnership's mission is to connect job seekers and employers by working with a network of local partners. Through collaboration, innovation, and strategic investments, LWP empowers job seekers to meet the current and future workforce needs of employers in the Lane County area. LWP values and invests in employees by offering excellent benefits, including 4 weeks PTO, 15 holidays, 100% paid medical, dental and vision for employees and dependents, and 401(K) Safe Harbor Match. You would be joining an innovative and collaborative team that values individuality and inclusion.

How to Apply:

Please submit your resume to findwork@bbsi.com and specify this position in your cover letter.