



WESTMORELAND COUNTY FORUM FOR
Workforce Development

DIRECTOR OF WESTMORELAND COUNTY FORUM FOR WORKFORCE DEVELOPMENT

Job Summary

To create and facilitate the development of a pioneering new vision of career preparedness for students in the greater Westmoreland County region through the efforts of the Westmoreland Forum for Workforce Development, a collaboration of school districts in Westmoreland and surrounding Counties, business & industry, higher education, economic development organizations and others. The goal of the Forum is to create pathways for all students into meaningful careers in the region. This will be accomplished by implementing the strategies of the Forum's three established taskforces: Career Exploration; Career Pathways; and Internships.



Qualifications

- Bachelor's degree, Master's preferred
- Must possess a thorough understanding of fund raising, marketing, and school/community relations.
- Minimum of seven years' experience in similar positions
- Appropriate clearances in accordance with state law.

Duties and Responsibilities

(including but may not be limited to)

1. Responsible for leading efforts related to the implementation and creation of a shared vision, strategic plan goals of a broad coalition of stakeholders focused on developing a pioneering new career preparedness model.

2. Organize and facilitate meetings of Workforce Forum, three task force groups, businesses and other stakeholders.



3. Identifying and foster effective partnerships between business, education, labor, economic development and other workforce organizations, both locally and regionally.
4. Coordinate the development of a robust countywide internship, apprenticeship, and mentorship program. Meet with businesses, industry partnerships, and other related groups in order to enroll them in the program.
5. Work with school districts, community colleges, colleges and universities, and other training providers, to establish pathways for all students into meaningful careers.
6. Coordinate job fairs, exploration activities other career awareness functions to expose students career possibilities..
7. Develop, establish and maintain marketing strategies to meet organizational objectives. Effective management of marketing, web-site, Facebook and other promotional activities of the Forum.
8. Directs, plans, and coordinates various program outreach activities of the Forum via seminars, web-site and Facebook information and database management.
9. Assist with planning of various workforce luncheons and dinners, coordinating speakers and topics to bring current information to Forum members and the business community.
10. Oversees development of and updating of printed marketing materials for media distribution and training activity.
11. Maintains contact with business owners, community business leaders, Federal, State and Local agency/government personnel, local media and consulting groups.
12. Participates with community organizations and in community projects to grow awareness of the Westmoreland Forum for Workforce Development.
13. Knowledge and participation in fundraising activities of the organization.
14. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Chief Executive Officer or designee.

Physical Demands

- Regularly sit with some walking and standing
- Frequently use fingers to pick, feel and grasp objects
- Occasionally reach above and below the waist
- Occasionally stooping, kneeling, bending and twisting of the body
- Occasionally lift and/or carry supplies and/or papers weighing no more than 20 lbs.

Sensory Abilities

- Visual acuity
- Auditory acuity

Work Environment

- Travel required: must be willing to travel extensively in his/her work with outside organizations and as a representative of Westmoreland County Workforce Development.
- Typical office environment

Required Knowledge, Skills and Abilities

- Self-starter
- Exemplary interpersonal skills
- Capability to work effectively with high net worth business leaders is essential
- Document successful solicitation of numerous corporate and foundation grants and gifts
- Present a history of building an advancement and/or corporate/foundation relations

program and advancing fund raising performance

- Work effectively leading a team with many diverse constituencies in an academic environment
- Expert in written and verbal communication
- Able to handle multiple projects efficiently and effectively
- Must demonstrate courtesy, diplomacy and the highest level of professionalism in all dealings
- Professional appearance
- Maintain databases
- Strong attention for detail, extreme accuracy with the written word
- Exercise good judgment based on information and analysis in a fast pace on tasks with varying deadlines individually or as part of a team in a professional manner

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the applicable policies.

Hiring Practice: The [employer's] hiring policy is that the best candidate will be selected based on the recommendation of the Interview Team and the Chief Executive Officer or designee.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

EOE

Applicants should provide a letter and resume to the attention of:

**Westmoreland County Forum for Workforce Development
C/O: Donna Wolf
Franklin Regional School District
3210 School Road
Murrysville, PA 15668**



Westmoreland County Chamber of Commerce,
241 Tollgate Hill Road, Greensburg, PA 15601

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