



## COORDINATOR, WORKFORCE DEVELOPMENT (POSITION #FA015)

**COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA)** is the comprehensive, combined regional workforce development team created as a partnership between John Tyler and J. Sargeant Reynolds Community Colleges. Both colleges are multi-campus colleges serving the greater-Richmond area. CCWA serves over 700 businesses and approximately 12,000 participants annually through customized contract training and open enrollment offerings.

CCWA is seeking applicants who share in its commitment to workforce development and teamwork. Both colleges and CCWA support a culture of life-long learning, celebrating their diversity, and recruiting and retaining star quality employees. CCWA's budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships. The position will be assigned to CCWA with the physical work location being on the Midlothian campus of John Tyler Community College, located at 800 Charter Colony Parkway, Midlothian, Virginia.

**TYPE OF APPOINTMENT:** Full-time twelve-month professional faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$62,270 - \$126,288. Approximate maximum hiring salary: \$66,650.

**QUALIFICATIONS REQUIRED:** Bachelor's degree from an accredited institution. Working knowledge of consulting, training and development, adult education, or sales management. Working knowledge of contract negotiations related to agreements with existing and potential clients. Knowledge of assessing client or business needs, coordinating training staff, and providing necessary training resources. Knowledge of business prospecting and sales techniques, including cold-calling, networking, and lead generation. Knowledge of adult training methods, curriculum design and development, and evaluation methodology. Demonstrated ability to develop and deliver customized training and targeted industry training solutions for various employee groups. Demonstrated ability to develop effective work teams; to supervise and direct work activities; and to manage and develop the professional needs of full- and part-time staff. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population of training participants, faculty, staff, and business and community partners. Demonstrated ability to conduct professional presentations. Demonstrated ability to set priorities and to organize and deliver multiple projects in a timely manner. The selected candidate will be required to complete the Commonwealth's Statement of Economic Interest, and must be able to successfully pass the college's pre-employment security screening.

**QUALIFICATIONS PREFERRED:** Extensive experience in developing corporate workforce solutions and generating new contract business. Experience leading or working on engagement or sales teams. Experience with Program/Project Management. Administrative or management experience is also preferred.

**POSITION RESPONSIBILITIES:** The primary mission of the Community College Workforce Alliance (CCWA) is to provide quality workforce training solutions to the greater Richmond/Crater area. As part of this mission, the Coordinator, Workforce Development is responsible for pursuing new, and developing existing, contracts, letters of agreement, and memoranda of understanding for the delivery of training and consulting to area employers. The incumbent in the position will market, sell, consult, develop, organize, and supervise the delivery of these contract training programs. This position will also work with business and industry, economic development, and the CCWA leadership team to identify industry sectors, occupations, and training programs that CCWA should develop and promote in order to become the region's first stop for workforce solutions.

**APPLICATION PROCESS:** Review of applications will begin **FEBRUARY 9, 2018**. Applications will be accepted until the position is filled.

**CONTACT INFORMATION:** Emily Duncan, Recruitment Coordinator  
Email: [eduncan@reynolds.edu](mailto:eduncan@reynolds.edu)

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within 1 year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.

*J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, [EEO@Reynolds.edu](mailto:EEO@Reynolds.edu).*