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 training participants and teamwork. Both colleges and CCWA support a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The physical work location will be at the Chester Center, 13101 Jefferson Davis Highway, Chester, VA 23831. CCWA’s budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships.

**TYPE OF APPOINTMENT:** Restricted full-time classified position with state benefits. This position is funded through June 30, 2017; continued employment is dependent upon funding availability.

**DUTIES:** CCWA has assumed responsibility for the Rapid Response program for central Virginia. This position will coordinate the response of multiple agencies as Rapid Response teams that provide outreach services to employers and employees impacted by a closure, layoff, reduction in force, or other business reorganization. This position will also locate and provide direct services to employers and workers; and serve as the team leader for Rapid Response task forces comprised of various agency representatives. The Coordinator will develop and conduct training, provide facilitation services that support the program, to include services such as employee/employer briefings, open enrollment, and contract classes.

**QUALIFICATIONS REQUIRED:** Considerable knowledge of planning and delivery of outreach services and activities for employers and potential unemployed workers. Considerable knowledge of developing, implementing, and conducting soft skills training. Knowledge of workforce development issues in order to market services to employers, partners, dislocated workers, and internal customers. Knowledge of job search strategies and resource materials. Demonstrated ability to plan and present workshops, career fairs and other job development initiatives. Demonstrated ability to develop effective working relationships and partnerships with community agency resources. Demonstrated ability to work independently and proactively modify work schedule based on multiple tasks and urgencies. Demonstrated ability to develop/interpret workforce assessment instruments; build/facilitate transition teams; contract with vendors; and educate and train providers, employers, and community agencies regarding transition strategies during downsizing. Demonstrated ability to communicate effectively, orally and in writing. Demonstrated ability to utilize Microsoft Office. Valid driver’s license and reliable transportation with the ability to travel throughout the service region on short notice is required. For those who are invited to interview, a Virginia Career Readiness Certificate (CRC) will be required prior to the interview. If you do not currently have a CRC please visit http://ccwatraining.org, or call (804) 523-CCWA, for further information. Selected candidate must be able to pass the college’s pre-employment security screening.

**QUALIFICATIONS PREFERRED:** Bachelor’s degree from an accredited college or university with major study in Education, Counseling, Human Resource Management, Business Management or a related field is preferred. Preferred experience in a fast-paced high volume line of business, and experience delivering training to diverse clientele. Previous experience with Rapid Response programs is also preferred.

**PAY RANGE:** $32,619 - $74,617

**STARTING SALARY:** Approximate starting salary, $32,619 - $52,000, based on related full-time experience and pre-employment salary.

**APPLICATION DEADLINE:** Applications will be accepted through April 1, 2016.

**APPLICATION PROCESS:** To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website https://virginiajobs.peopleadmin.com.

**CONTACT INFORMATION:** Emily Duncan, Classified Recruitment and Wage Employment Coordinator Phone: (804) 523-5874 Email: eduncan@reynolds.edu

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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.