



**COORDINATOR, WORKFORCE DEVELOPMENT –
TRADES AND CONSTRUCTION
POSITION# GA364**

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 physical work location of this position will be on the Parham Road Campus of J. Sargeant Reynolds Community College in the Workforce Development and Conference Center (WDCC) at 1651 E. Parham Road.

TYPE OF APPOINTMENT:	Full-time restricted twelve-month professional faculty-ranked appointment. Position is funded for one year, continued employment is based upon funding availability. Salary commensurate with the education and experience of the applicant. Salary range: \$62,270 - \$126,288. Approximate maximum hiring salary: \$65,000.
QUALIFICATIONS REQUIRED:	Working knowledge of the transportation and construction industry and other trades industries. Working knowledge of training and development, adult education, consulting practices, 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. Bachelor's degree from an accredited institution is required. 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 sales teams. Experience with Program/Project Management. Administrative or management experience is also preferred.
POSITION RESPONSIBILITIES:	CCWA's primary mission is to provide quality workforce development and training solutions to the greater Richmond/Crater area. As part of this mission, the Coordinator of Workforce Development-Trades and Construction is responsible for working under the guidance of the Assistant Vice President of Workforce Development to pursue new and further develop existing contracts, letters of agreement, and memoranda of understanding for the delivery of training and consulting to area employers within the trades and transportation construction industries. The incumbent will prioritize develop and expansion of programs that lead to credentials within the Complete 2021 and Workforce Credentials Grant (WCG) programs, and will work with CCWA leadership to initiate new programming where necessary. The incumbent in the position will market, sell, consult, develop, organize, and supervise the delivery of these training programs.
APPLICATION PROCESS:	Review of applications will begin SEPTEMBER 15, 2017 . Applications will be accepted until the position is filled.
CONTACT INFORMATION:	Emily Duncan, Recruitment Coordinator Email: 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 one 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.