

Position Description

Program Development Coordinator:

The Program Development Coordinator position requires the ability to work in a fast-paced, ever-changing environment. Excellent prioritization, multi-tasking, and time management skills are necessary. This position is very detail-oriented and requires excellent written and verbal communication skills.

Job Responsibilities Include:

Develop and evaluate an implementation plan for customers participating in Employment and Training and/or Community Engagement components;

Submit reports to the Workforce Development Director and/or Office of Employment and Training as required;

Provide data and information to the TENCO Workforce Development Board, and other interested parties.

Maintain continuous communication with local and state staff and partners;

Develop a community asset map;

Identify resources for the Career Center including soft and job readiness skills programs, and non-paid work experience opportunities for participants in the ten-county area;

Identify gaps in resources and assist with a solution-based plan of action;

Ensure flexibility of services in the ten-county region;

Develop a Request for Proposal for Direct Services, if applicable;

Provide technical assistance to staff in the Career Centers, including partner staff;

Train new staff on program requirements;

Monitor contracts for Federal, State, and Local programmatic compliance;

Develop and maintain a spreadsheet to measure numbers served per county, services provided, and outcome performance criteria;

Develop and implement policies and procedures directly related to the SNAP E & T/Medicaid Community Engagement services;

Maintain confidential records and data system; and

Other duties as assigned.

Educational Level:

Graduate from an accredited college or university with a Bachelor Degree in Business, Communications, or related field. Experience in implementing social programs is desired.

Other Requirements:

Strong Computer Skills
Valid Driver's License

Location:

The Program Development Coordinator will be located in the Kentucky Career Center – Maysville but will be expected to travel to sites within the ten-county region served by the TENCO Workforce Development Board. The ten-county region includes: Bath, Boyd, Bracken, Fleming, Greenup, Lewis, Mason, Montgomery, Robertson, and Rowan. Limited travel outside of the region may be required.

To apply for this position please send your resume, including references, to the following address:

**Kentucky Career Center – Maysville
201 Government Street, Suite 101
Maysville, KY 41056**

Resumes accepted through June 6, 2018.