Title: Workforce Solutions Coordinator (Program Administrator IV-10013805)
Salary Range: $55,392
Contract Term Length: 12 Months
Standard Hours: 37.5
Work Location: On-Site
FLSA Status: Exempt
College: Henderson Community College
Department: Workforce Solutions

Job Summary
HCC is seeking a Workforce Solutions Coordinator who will facilitate employer and stakeholder engagement to validate and align program and course competencies with business and industry needs, manage multi-company tri-county-wide workforce initiatives, and lead data analysis, evaluation, and reporting efforts to assess program effectiveness and inform workforce development offerings.

Job Duties:

- **Program Coordination: Coordinate and support workforce solutions programs, including training initiatives, recruitment efforts, and development.**
- **Collaborate with HCC program coordinators and instructors to offer and develop customized training for business and industry.**
- **Collaborate with stakeholders to align program offerings with business and industry needs and assist with the development of training opportunities for business and industry and high school students.**
- **Manage special initiatives assigned to the Workforce Solutions department.**
- **Experience and knowledge in project management to include risk/budget management, effective communication, and coordinating the integration of different project contributors.**
- **Work collaboratively with marketing to develop robust marketing for training and special projects offered through Workforce Solutions.**
- **Logistics Management: Plan and organize program logistics, such as scheduling training sessions, booking venues, coordinating materials, and managing participant registration.**
- **Data Management: Maintain accurate program-related data, including participant records, attendance, feedback, and program evaluation metrics.**
- **Communication: Facilitate communication between participants, trainers, and program coordinators to ensure smooth program delivery and address any issues and concerns.**
- **Evaluation and Reporting: Assist in evaluating program effectiveness by collecting feedback, analyzing data, and preparing reports on program outcomes, participant performance, and areas for improvement.**
- **Compliance: Ensure programs comply with relevant policies, procedures, and regulatory requirements, including safety protocols and data privacy guidelines.**
- **Continuous Improvement: Identify opportunities for enhancing program efficiency, effectiveness, and participant satisfaction through feedback mechanisms and process improvements.**
- **Other duties as assigned.**

Additional Information:
This role requires a combination of analytical skills, coordination capabilities, and technical proficiency to support and advance the Workforce Solutions department and is vital to the

department's function and success, ensuring that workforce development programs meet the evolving needs of industries and businesses. The position offers the opportunity to impact various initiatives, from apprenticeship programs to special projects and grants.

Minimum Qualifications:
- Bachelor's degree (Education with a focus in training, marketing and sales, or related field), and four to eight years related experience, or equivalent.

Preferred Qualifications:
- Proven experience in program coordination, preferably in workforce development, training, or HR-related programs.
- Master's degree in a related field such as Human Resources Management, Project Management, or Industrial Technology.
- Strong organizational and multitasking skills with the ability to manage multiple projects simultaneously and meet deadlines.
- Excellent communication and interpersonal skills to effectively interact with diverse stakeholders, including employees, trainers, vendors, and senior management.
- Proficiency in MS Office suite and experience with program management software or tools is a plus.
- Attention to detail and accuracy in data management and reporting.
- Ability to work independently with minimal supervision and as part of a team in a fast-paced environment.
- Knowledge of workforce development principles, training methodologies, and adult learning principles is desirable.

Additional Skills Requested:
- Proven experience in program analysis and workforce development.
- Experience in training coordination.
- Technical proficiency in relevant platforms.

Employee Rights - Employee Polygraph Protection Act
Equal Opportunity Employer - The Kentucky Community and Technical College System is an equal educational and employment opportunity institution.