



POSITION ANNOUNCEMENT

The West Virginia Council for Community and Technical College Education seeks to employ a Project Coordinator to assist with all aspects of a US Department of Labor Sector Partnership (SP-NWDG) National Workforce Development Grant.

Position Title	Project Coordinator
Classification	Full Time, Non-Classified, Exempt, Benefits-Eligible One –Year assignment (Grant Funded)

Duties and responsibilities. Reporting to the Project Director for the SP-NWDG, the Project Coordinator will be responsible for data entry, training and will act as a reporting back up for the Project Director as part of the SP-NWDG Department of Labor Grant. The incumbent will ensure that all documents have been filed in accordance with the prescribed file maintenance checklist and are organized for audit by the Department of Labor. Assist in researching federal regulations for resolving stakeholder issues and collaborate with community and technical colleges to track participants involved in learn and earn experiences. Perform all other duties as assigned.

Knowledge, skills and abilities. The successful candidate should be a self-starter with the ability to organize multiple projects, work as a team member, and meet deadlines within a fast-paced environment. Strong written and interpersonal communication skills are essential. Dependability is crucial as the successful candidate must be able to work a flexible schedule that may include both day and evening hours. The ability to travel to various regions of the state is required.

Education and experience. Bachelor's Degree or equivalent combination of education and directly related work experience related to workforce and economic development, grant administration, reporting and data analysis is required. Master's Degree is preferred.

Salary. Commensurate with experience and qualifications.

Closing date. Position is opened until filled. Priority consideration will be given to application materials received on or before May 19th 2017.

Application process. Qualified candidates should submit a letter of interest, a current resume, and the names, titles, phone numbers and e-mail addresses for three professional references. Finalist candidates are subject to employment and credential verification, reference and background checks. Submit all information electronically via e-mail with "**Project Coordinator**" in the subject line to: Ms. Vickie Hairston at hepc.hr@wvhepc.edu.

Equal Opportunity/Affirmative Action Employer

The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. To that end, we endeavor to provide equal treatment in employment and provision of services to applicants, employees and those we serve without regard to race, color, national origin, sex, sexual orientation, gender identity, religion, age, disability or veteran status. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.