

JOB LISTING

Date: December 20, 2023

Close Date: January 10, 2024

Job Title: **Regional Career Coordinator**

Job Location: **South Central WorkForce Council
706 N. Victory Drive
Mankato, MN 56001**

How to Apply: Mail or email a letter of interest and resume to:

Heather Gleason
South Central WorkForce Council
706 N. Victory Drive
Mankato, MN 56001
(507) 345-2418
hgleason@workforcecouncil.org

Work Hours: 40 hours per week; full-time, permanent

Benefits: Health, Vacation/Personal Leave, Holiday, 401K

Salary: Negotiable - DOQ

Requirements: High school diploma and further education and/or experience in workforce development or related field. Bachelors Degree or equivalent work experience desired. Must have driver's license and vehicle.

Job Description:

The Regional Career Coordinator provides support for the South Central WorkForce Council in the development and implementation of the workforce development regional plan for the nine-county area of South Central Minnesota in coordination with SW MN.

Essential duties & responsibilities include: 1) Collaboration with area high schools to strengthen partnerships and increase youth awareness of in-demand career options; 2) Promote connections between education, workforce development and businesses for career exploration and work-based learning opportunities; 3) Provide support in the administration of workforce development programs and initiatives for youth in South Central Minnesota; 4) Participate in the development and implementation of career events for youth; 5) Staff WorkForce Council board and committee meetings; assist with taking minutes; 6) Assist with the development and implementation of the WIOA Regional Plan. 7) Assist with marketing efforts to promote the workforce system, WorkForce Council, services/programs and labor market information – including social media. Full position description available at: www.workforcecouncil.org

Position closes January 10, 2024. The South Central WorkForce Council is an Equal Opportunity/Affirmative Action Employer.