



## **Job Description**

Job Title: Workforce and Community Development Coordinator

FLSA Status: Non-exempt

Grade: 6

Department: Workforce and Community Development

Reports to: Director of Workforce and Community Development

## **Job Summary**

The Workforce and Community Development Coordinator is a full-time position that functions as an administrative support staff to the Gillette College Workforce and Community Development Director. As administrative support to the Director, outstanding community relations and organizational skills are a requirement of the position. Duties include developing and managing the workforce and community development schedule, working with marketing to develop materials, managing class registration and billing, assist director with grant reporting, and communication correspondence from the workforce and community development department. This position reports directly to the Director of Workforce and Community Development.

**Essential Functions** *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Provide administrative support to include ordering supplies, distributing mail, coordinating travel logistics and assisting with preparation of vouchers/invoices, faculty and travel authorizations and expense reimbursement requests
- Serving as first point of contact to office visitors, students, and faculty in person and by telephone and assist to answer or refer inquiries.
- Must consistently demonstrate professional communication standards and maintain confidentiality.
- Prepare and disseminate information packets and record the proceedings for all Workforce and Community Development and CDL advisory meetings.
- Work collaboratively with Coordinators in other departments to ensure events are managed and prepared properly.
- Serve as a liaison between Workforce and Community Development and other institutional departments.
- Assist in the development and maintenance of internal publications.

- Manage CDL student registration and enrollment.
- Update CDL Student information in database system for the FMSCA.
- Assist with Plans of improvement and advancement as initiated by the Director and CTE Dean.
- Build spreadsheets and presentations for various projects as assigned.
- Create and disseminate annual reports for the WIP Workforce and Community Development Grant.
- Update forms and distribute as appropriate.
- Serve as a repository for records management.
- Assist with the creation, formatting, and submission of monthly and annual reports.
- Assist in the development and ongoing management of the Workforce and Community Development Social Media pages and Website.
- Work with College and other resources to expand and maintain an accurate database of industry partners and clients.
- Plan and manage all social media communication for Workforce and Community Development.
- Provide updated and current information to assist with ensuring the website is up to date.
- Develop and manage a Workforce and Community Development newsletter.
- Assist with promotion events as needed.
- Participate in training as appropriate for assignments.
- Proficient with the software systems used in the Workforce and Community Development program including but not limited to: Microsoft Office, Canvas, Formstack, Teams, Zoom and Smartsheet's
- Create invoices for company sponsored trainings.
- Oversee and track the Workforce and Community Development budgets.
- Other duties as assigned by the Director of Workforce and Community Development.

**Minimum Qualifications** *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- Associate degree or any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.
- One year of experience in communications, marketing, or event management is required.
- Possess a valid driver's license.

**Preferred Qualifications**

- Bachelor's degree.
- Gillette College alumni preferred, but not required.

**Competencies for Successful Performance**

**Knowledge of:**

- Office procedures, methods and computer equipment and programs.
- Work safety principles and practices.

**Ability to:**

- Understand and follow safety procedures.
- Organize work tasks and work independently.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.
- Use Microsoft Office programs.
- Present a positive image with a high level of professionalism.
- Work independently and in a team.
- Comfortably work with all age groups.
- Work weekends and evenings as required.

**Skill in:**

- Performing various duties, frequently changing from one task to another.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.
- Oral, written, and presentation skills.
- Desktop publishing.
- Interpersonal.
- Organization.

## Supervisory and Management Responsibility

- None

**Physical Demands** *(The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)*

- Prolonged periods of sitting or standing at a desk.
- Consists mostly in an office environment.
- Short periods spent outdoors due to traveling between campus structures in various weather conditions.
- May be required to lift objects in excess of 10 lbs.
- Travel may be required for work-related activities.

## How To Apply:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to [hrteam@gillettecollege.org](mailto:hrteam@gillettecollege.org).

## Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Senior Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [smoore@gillettecollege.org](mailto:smoore@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.