

Workforce Solutions Cameron

Workforce Career and Education Outreach Specialist

Department: Executive

Reports To: Workforce Career and Education Outreach Specialist

FLSA Status: Exempt

Salary Group:

Approved Date: 10/18/2022

WORKFORCE CAREER AND EDUCATION OUTREACH SPECIALIST

GENERAL DESCRIPTION

Primary role is to collaborate with educational institutions, business partners, community partners, and chambers of commerce to establish the alignment between education, workforce training, and industry demand. Reports to the Chief Program Officer.

EXAMPLES OF WORK PERFORMED

1. Develop and maintain community partnerships with business, educational organizations and community stakeholders that align to current and future organizational projects and initiatives.
2. Utilize Texas Workforce Commission (TWC) resources and other existing tools; provide information on opportunities and training requirements in Target Occupations (e.g., Target and Demand Occupations).
3. Coordinate with local and state workforce agencies, employers, and educational institutions to build pathways into Registered Apprenticeship (RA) programs and encourage local employers to offer RA programs.
4. Foster employer/independent school (ISD) district collaboration and encourage employers to provide internship opportunities and serve as mentors.
5. Foster partnerships between ISDs and Technical and/or Community Colleges.
6. Collaborate with workforce system contractor to provide employment services, to include assistance with resume writing, interview skills, soft skill development.
7. Provide and submit quarterly performance reports on a reporting template provided by the Texas Workforce Commission.
8. Generate customized labor market information reports for educational institutions, as needed.
9. Generate and publish calendar of events/activities for respective site(s), to ensure access for students and industry partners.
10. Organize training workshops by utilizing the TWC resources for employment and education, such as the Labor Market and Career Information (LMCI) website.
11. Prepare and conduct presentations to business, education, and community groups to provide insight into business trends, LMCI, expose students to career pathways, including apprenticeships.
12. Promote Workforce Solutions Cameron programs and services.
13. Participate in industry advisory and taskforce committees for target industries, gathering business information to identify recruitment challenges, skills set required, and to identify career pathways.

14. May provide training and technical assistance to partners to achieve desired outcomes for WFS grants, projects, and initiatives.
15. Attend local, regional, and state trainings, as needed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

MINIMUM QUALIFICATIONS

Experience and Education

Graduate from an accredited four (4) year college or university with a major course work in public or business administration, economics, education; or experience which can be substituted for education at the rate of two (2) years of experience for one (1) year of education.

Candidate must be able to demonstrate public speaking abilities and computer skills. Demonstrate experience in developing and maintaining partnerships. Ability to research, develop, evaluate, and disseminate information concerning Labor Market and Career Information. Two (2) years of experience in project management preferred. Bilingual in English/Spanish preferred.

Knowledge, Skills, and Abilities

Job Knowledge: The depth and breadth of know-how to perform essential duties and functions of the job. The level of compliance with degree, certification, and training requirements. Understanding of how individual job performance furthers organizational objectives. Willingness to update and expand skills, knowledge, and training.

Public Relations: The level of focus and professional service provided to customers and outside contacts. The productive relationship with community groups, outside representatives, and businesses within the competitive environment. The ability to diffuse problems and maintain a positive image of the organization.

Organizational Relations: The degree to which the employee collaboratively works with other internal departments, agencies, and/or outside organizations. The level of response to customer requests, both internally and externally. Anticipation and control of obstacles.

Adaptability: The degree to which one demonstrates openness to change and new ideas. Ability to adjust to changing work requirements and respond to new situations.

Communication: The ability to effectively converse and listen to others concerning company matters. The use of proper written and grammatical skills, and the meaningful application of computer technology and software.

Initiative: The ability to perform job responsibilities independently and responsibly. The ability to proactively complete tasks, solve problems, improve processes, enhance products, and/or extend services within assigned range of authority.

Presentation Skills: The ability to effectively prepare and present a variety of information to diverse groups.

Teamwork & Cooperation: The degree to which individuals promote a collaborative, cooperative, and productive working environment. The level of demonstrated sensitivity, team building, support, and respect. The degree of synergy promoted.

Project Management: The ability to understand prescribed project guidelines, oversee design and development, manage stakeholders, and deliver quality results.

Professionalism: The degree to which the employee demonstrates and conveys a favorable image when representing the company. The level of honesty, integrity, and confidentiality along with proper standards of professional dress.