

Workforce Solutions Cameron Regional Convener Coordinator

Department: Executive
Reports To: Chief Program Officer/EO & Section 504 Officer
FLSA Status: Exempt
Salary Group: B18
Approved Date: 03/14/2024

REGIONAL CONVENER COORDINATOR

GENERAL DESCRIPTION

Workforce Solutions Cameron is a community partnership with the mission to build an employer-driven workforce system that meets the demands of a global economy by providing employment services to businesses and job seekers in the region.

In collaboration with WFSC, the Texas Regional Pathways Network (TRPN) works to support the Tri-Agency Workforce Initiative (Texas Education Agency, Texas Higher Education Coordinating Board and Texas Workforce Commission) by linking workforce, education, and industry in the State of Texas.

The WFSC Regional Convener Specialist, acting as the Tri-Agency Grant for Regional Conveners subject matter expert and by utilizing outreach, networking, and consultation, will develop, implement, and monitor the Board's strategy to ensure high quality career and education pathways into targeted industries. The functional responsibilities of the Regional Convener Specialist can be grouped into three categories:

- Regional Alignment
- Regional Work-Based Learning
- Regional Data and Communications

PRIMARY DUTIES

Regional Alignment

- Work with an established cross-sector pathways leadership team that includes K-12, post-secondary, workforce development.
- Continue the asset map and gap analysis work within the region including but not limited to:
 - Identification of regional in-demand industries utilizing labor market data and analyses
 - K-12 and post-secondary educational analysis and identification of programs (including certification programs) that are aligned to in-demand industries.
 - Map of in-demand industries work-based learning programs and opportunities within the region that align with the Tri Agency learning continuum.
 - Assess and understand needs of cross-sector regional stakeholders (K-12, post-secondary, workforce development and business/industry representatives).
- Assist in the development of a regional strategic plan to create and implement high quality pathways that includes:
 - Shared regional vision and aligned priorities for pathways and related education and workforce development initiatives.
 - Shared regional goals and metrics aligned with Tri-Agency goals.
 - A regional employer engagement strategy.

Regional Work-Based Learning

- Plan for and implement high-quality work-based learning programming that serves K-12 students and addresses identified gaps from the asset map and gap analysis. Programming should include:
 - Work-based learning opportunities aligned with the “Learning through Work” and/or “Learning at Work” categories in the Tri-Agency work-based learning continuum and with Tri-Agency quality standards for work-based learning.
 - Engagement of multiple education and/or training providers in the WDA.
 - Alignment with education and career pathways in one or more identified in-demand industries.

Regional Data and Communication

- Assist in the development of data collection strategies, including data-sharing agreements, for tracking and monitoring metrics identified in the regional strategic plan aligned to Tri-Agency goals and strategies.
- Identification of regional strategies for streamlining and communicating information across the region and development of at least one communication material, such as a newsletter template, website, or regional hub platform.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university in education (preferred) or relevant field
- Experience with/in Career and Technical Education (CTE) preferred.
- Ability to develop and foster relationships between local ISDs and area employers.
- Experience developing and managing work-based learning in our focus areas.
- Working knowledge of federally and state funded workforce programs preferred.
- Integrity, positive attitude, mission-driven, and self-directed with commitment to working collaboratively with management and front-line staff.
- Excellent collaboration and customer relations skills
- Analytical, oral, and written communication skills; proficiency in PC usage and MS office products.
- Experience presenting information in a group setting to internal and external audiences.
- Ability to manage time efficiently and meet deadlines.
- Able to travel locally, statewide, and out of state.