

# Workforce Solutions Cameron

## Regional Convener Coordinator

**Department:** Research & Development  
**Reports To:** Chief Program Officer/EO & Section 504 Officer  
**FLSA Status:** Exempt  
**Salary Group:** B18  
**Approved Date:** May 7, 2025

### 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 Cameron County.

The WFSC Regional Convener Coordinator, 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 educational pathways into targeted industries. The functional responsibilities of the Regional Convener Coordinator can be grouped into the following categories: Regional Alignment, Regional Work-Based Learning, Regional Data, and Regional Communications.

#### PRIMARY DUTIES

- Work with an established cross-sector pathways leadership team that includes K-12, post-secondary, workforce development.
- Identify gaps in representation within the leadership team and engage potential new leaders to ensure continuity and succession planning
- Lead the implementation of planned initiatives, including revisiting the asset map and gap analysis to ensure alignment with targeted industries and to foster cross-sector regional collaboration
- Support ISDs in developing and aligning Industry-Based Certifications (IBCs) with targeted industry pathways by reviewing their programs of study to ensure offering reflect in-demand industries.
- Assist in implementing the strategies and activities outlined in the regional strategic plan to create and support high-quality pathways, including establishing a shared regional vision and aligned priorities for education and workforce development initiatives, setting shared goals and metrics aligned with Tri-Agency objectives, and developing a regional employer engagement strategy that incorporates the formation of industry task forces.
- Plan and implement high-quality work-based learning programs that address gaps identified in the asset map and gap analysis by providing technical assistance to key stakeholders on opportunities aligned with the 'Learning through Work' and 'Learning at Work' models; engaging multiple education and training providers; ensuring alignment with education and career pathways in one or more identified in-demand industries to support workforce needs; and conducting regional data updates, as necessary.
- Prepare survey for distribution to key stakeholders and leadership team.
- Prepare periodic progress reports.
- Assist in developing a sustainability plan for the regional convener and ongoing regional pathways efforts.
- Assist in implementing data collection strategies—including data-sharing agreements—to track and monitor metrics outlined in the regional strategic plan and aligned with Tri-Agency goals.
- Implement regional strategies for streamline and communicate information across the region, including the development of communication tools and material such as a newsletter template, webpages, 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 work collaboratively and communicate effectively to foster relationships between local ISDs, IHEs, industry associations, and area employers.
- Experience preferred in developing and implementing work-based learning activities.
- Working knowledge of federally and state funded workforce programs preferred.
- Preferred experience in project management with grant reporting experience especially in gathering data for technical reports and presentations.
- Excellent interpersonal skills with the initiative to outreach internal and external stakeholders through different modes of communication including in-person visits.
- 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.