



OFFICE OF THE PRESIDENT

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Workforce Development Coordinator

Note, four Coordinators will be hired: One for the northern region (EMCC, NMCC, WCCC), one for the central region (CMCC, KVCC) and two for the southern region (SMCC, YCCC).

The Maine Community College System (MCCS) is seeking four Workforce Development Coordinators to serve various regions of the State of Maine (see above). The Coordinator has the responsibility for supporting the deliverables of grant initiatives managed by Harold Alfond Center for the Advancement of Maine’s Workforce (The Center). Responsibilities include: Coordinating the implementation and execution of grant-funded training programs; Serving as a community liaison by connecting businesses to the MCCS college workforce training solutions and other training vendors; Connecting with business and trade associations as potential new compact members; And supporting learners under The Center’s grant activities with navigation services and supports. This full-time position will report to the Deputy Director for Workforce Training. The Coordinators are four-year, grant-funded positions.

MINIMUM QUALIFICATIONS: Baccalaureate Degree in business or related field, and three to five years of relevant experience of an administrative nature in business, economic development, or industry training. Master’s degree preferred.

The Workforce Development Coordinator is required to have: evidence of membership in professional associations or active community engagement, customer service experience, experience working in a team environment that requires a high level of communication with various stakeholders, and learner advising experience. In addition, the Coordinator must have the ability to meet goals while working independently and the flexibility to work some nights and weekends.

To apply, please submit a cover letter, a current resume, names, and contact information for three references, and a completed MCCS employment application (available at www.mccs.me.edu) by the close of business on **December 3, 2021**, to:

Workforce Development Coordinator Search
Maine Community College System
323 State Street
Augusta, Maine 04330 or email hr@mccs.me.edu.

Search will remain open until position is filled.

The Maine Community College System requires COVID-19 vaccination(s) consistent with the requirements of reasonable accommodation.

MCCS is an equal opportunity/affirmative action institution and employer. For more information about that commitment, please call the MCCS Affirmative Action Office, 629-4000.