



OFFICE OF THE PRESIDENT
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Workforce Development Coordinator

The Maine Community College System (MCCS) is seeking a Workforce Development Coordinator to serve the central Maine region including Central Maine Community College and Kennebec Valley Community College. 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. This position is currently grant-funded through June 2026.

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.

Proof of up-to-date COVID-19 vaccination required prior to the first day of employment, subject to exemptions recognized by law.

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 **August 22, 2022**, 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 is an Equal Opportunity employer. We celebrate diversity and are committed to creating an inclusive and non-discriminatory environment for all employees. We provide reasonable accommodations to qualified individuals with disabilities upon request. For more information, please contact Human Resources at (207)629-4000.

Date Posted: August 9, 2022