

AmerCorps Program Description (Workforce Collaboration)

Program Description:

SkillSource and Employment Security Department partner with local agencies to provide workforce services as an integrated team, with an understanding that each agency has a different services to offer, multiple resources, and is in different locations (Wenatchee & East Wenatchee). The agencies work together to implement Workforce Collaboration strategies which include an annual conference, quarterly van tours to community agencies and employers, and website resources that help train and inform staff. We strive for continuous improvement which provides improved customer access, ensuring customers get the information they need, when they need it, in a way they can receive it.

Position Description:

The AmeriCorps Workforce Collaboration Coordinator will be the lead for SkillSource and Employment Security Department in North Central Washington in its efforts to create seamless service delivery across all agencies, partners and organizations in the region for the benefit of customers pursuing self-sufficiency through supporting services, training and employment. The position will work part-time in the Wenatchee SkillSource and Wenatchee WorkSource offices.

Responsibilities and Related Tasks:

Resource Website:

- Communicate through correspondence, technology, and presentations; the mission, goals and benefits of inter agency coordination.
- Recruit new partners, agencies, and organizations who can be a benefit to customers pursuing self-sufficiency to be part of the collaboration effort.
- Input new and/or updated information concerning partner services and resources into the Partner Services Directory.
- Create a system for the routine maintenance of partner information and proactively pursue this information to maintain an extremely accurate database.
- Train agencies and their staff in the use of the directory.

Agency Van Tours:

- Arrange transportation, drivers and food.
- Recruit participants from agencies, organizations and nonprofits who would benefit from learning about area resources.
- Maintain current locations for Van Tour stops and recruit new, relevant, locations for tours.
- Schedule van tours, track participation and future sites
- Create a planning manual of how to schedule tours, contacts, report of tours, best practices and lessons learned.
- Maintain visual history of tours through videos and photos

Annual Conference:

- Schedule yearly interagency summit
- Meet regularly with partner representatives to construct and prepare for the Summit
- Research and book venue for event
- Recruit sponsors and contributors
- Develop an agenda with presenters and breakout sessions
- Educate partners of goals of summit
- Ensure that participants are prepared and equipped for their event presentations
- Arrange and coordinate details of the event.
- Solicit feedback for improvement.

Other Duties:

- Other Duties will be assigned that enhance partner services and customer service in North Central WA as directed by SkillSource and Employment Security Department.

Required Qualifications:

- Have a passion for seeing individuals reach self-sufficiency
- Customer focused and driven to support partnerships
- Possess excellent oral and written communication & organizational skills
- Be detail-oriented and self directed
- Be able to conduct outreach in the community to agencies and other stakeholders
- High school diploma or equivalent and a minimum of one year of college/post secondary education or equivalent work experience.
- Previous experience working with websites, Word, Excel and other computer programs
Previous experience working with people in pursuit of situational improvement