

WORKFORCE SOLUTIONS
G R E A T E R D A L L A S

VACANCY ANNOUNCEMENT

Job Title: Education Outreach Specialist

Department: Community Engagement

Opening Date: September 2022

Closing Date: Until Filled

FLSA Status: Regular Full-Time 8:00 AM – 5:00 PM M-F/Exempt **Salary Range:**

Position Purpose: Primary role is to collaborate with educational institutions, business partners, community partners, and chambers of commerce to establish alignment between education, workforce training, and industry demand.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and maintain community partnerships with business, educational organizations and community stakeholders that align to current and future Workforce Solutions Greater Dallas (WFSDallas) projects and initiatives.
- Provide career information, training, and technical assistance to school districts, post-secondary institutions, Education Service Centers, community partners, and employers.
- Provide quarterly performance reports on a reporting template provided by the Texas Workforce Commission (TWC).
- Generate customized labor market information reports for educational institutions as needed.
- Report to Board leadership the status of all projects on a monthly basis.
- Prepare and conduct presentations to business, education, and community groups to provide insight into business trends, career and labor market information, program services, and other pertinent information as outlined by TWC Workforce Division and Labor Market Career Information (LMCI) staff.
- Participate in industry advisory and taskforce committees for target industries gathering business intelligence to identify recruitment challenges, skills sets required, and to identify career pathways.
- May provide training and technical assistance to partners to achieve desired outcomes for WFSDallas grants, projects and initiatives.

GENERAL QUALIFICATIONS:

EDUCATION/CERTIFICATION

Graduate from an accredited four (4) year college or university with a major course work in public or business administration, human resources, education or any other related field applicable to the job performed.

EXPERIENCE AND TRAINING: Should have at least 2 years of experience in and an understanding of workforce development principles and occupational/industrial patterns of the region. Ability to research, develop, evaluate and disseminate information concerning the labor market information. Experience in project planning and management is preferred. Candidate must be able to demonstrate public speaking abilities. Bilingual in any language is preferred.

PUBLIC RELATIONS: The level of focus and professional service provided to customers and outside contacts. The productive relationship with community groups, outside representatives, and businesses within the competitive environment. The ability to diffuse problems and maintain a positive image of the organization.

ORGANIZATIONAL RELATIONS: The degree to which the employee collaboratively works with other internal departments, agencies, and/or outside organizations. The level of response to customer requests, both internally and externally. Anticipation and control of obstacles.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities. The Workforce/Education Outreach Specialist is responsible to the Industry Communications Manager and works within established Workforce Solutions Greater Dallas, State, Federal and local guidelines and regulations. Work is performed under general supervision and guidance and is subject to prior assignment and review.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from group of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to comprehend and apply principles of statistical and economic theory analysis.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Knowledge/Skills/Abilities to: Ability to interpret and make decisions in accordance with existing laws, rules and regulations; communicate at a professional level with all staff levels in both oral and written forms; prepare complex documents and reports, manage time and organize work to meet agency and legal deadlines; use computer software such as Microsoft Office products Word, Excel, other software as needed to perform job functions. Experience implementing new systems, strong Microsoft Office skills and experience developing online forms.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TRAVEL: Travel maybe required approximately 65% or more of work time. Must possess own method of transportation.

TO APPLY: email (hr@wfsdallas.com) or bstein@wfsdallas.com resume and salary requirement to: Workforce Solution Greater Dallas, ATTN: H.R. Department, 500 N. Akard Street, Suite 3030, Dallas, TX 75201. You may also apply via www.workintexas.com Job Number **15537708**. Applicants who are invited to interview for the position will be required to also complete an employment application. Information contained in resumes and letters of application is subject to verification by Workforce Solutions Greater Dallas. Workforce Solutions Greater Dallas is an EEO/AA/Drug Free Workplace Employer and complies fully with the Americans with Disabilities Act (ADA). Auxiliary aids and services are available upon request to individuals with disabilities. WFSDallas is a proud partner of the American Job Center Network and an EEO/AA/ADA Employer. 100% of paid costs would be from Federal Funds.