

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

VACANCY ANNOUNCEMENT

Job Title: Project Specialist **Department:** Innovation
Opening Date: March 2023 **Closing Date:** Until Filled
FLSA Status: Regular Full-Time 8:00 AM – 5:00 PM M-F/Exempt

SUMMARY: Coordinates activities and functions of a designated project to ensure that goals and objectives specified for the project are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive. The employee may be required to perform or assume additional job-related responsibilities other than those stated in this job description.

- Coordinates activities of projects with inter-related activities of other programs, departments or staff to ensure optimum efficiency and compliance with appropriate policies, procedures and specifications.
- Confers with staff, learners, and others to provide technical advice, problem solving assistance, answers to questions and project goals; refers to supervisor when unable to respond.
- Prepares periodic reports, financial statements and records on project activities, progress, status or other special reports for management or outside agencies.
- Reviews applications or other project documents independently or in conjunction with supervisor to determine acceptance or make decisions pertaining to project.
- Recruits project participants utilizing most appropriate promotional or marketing methods, such as individual letters, brochures, or presentations at meetings.
- Compiles communications and promotional literature for distribution such as social media posts, newsletters, brochures or flyers; coordinates process from development online, through printing and distribution.
- Facilitates workshops, meetings or conferences, coordinates logistics, scheduling, and participant communications.
- Interacts and maintains liaison with learners, staff, and outside/community agencies in facilitating project objectives.
- May coordinate or monitor the activities of subordinates or contractors.

SUPERVISORY RESPONSIBILITIES: This position reports to the Senior Innovation Manager.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree preferred, plus work experience in a project coordinator role, Detail-oriented with excellent organizational skills and adherence to deadlines, Able to communicate effectively with managers, employees, and customers, Self-motivated and able to work independently when necessary.

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 principals of basic algebra and statistical 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 format.

OTHER SKILLS and ABILITIES: In-depth knowledge of project management and development procedures. Experience in budgeting, and reporting. Excellent organizational and time-management skills, Outstanding communication, interpersonal and leadership skills, proactive problem solver, self-motivated and able to work independently when necessary. Detail-oriented, 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, documents, and reports. Manage time and organize work to meet agency and legal deadlines. Strong Microsoft Office skills and other software as needed to perform job functions.

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, and occasionally lift and/or move up to 50 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 may be required approximately 10-20% of work time. Must possess own method of transportation.

TO APPLY: email hr@wfsdallas.com or bstein@wfsdallas.com resume and salary requirement or mail 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. 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. A portion up to 100% of paid costs may be from Federal Funds.