

WORKFORCE SOLUTIONS
GREATER DALLAS

Job Description

Job Title	Education and Workforce Special Initiatives Coordinator	Reports to	Senior Strategic Workforce Initiatives and Programs Manager
Department/Group	Workforce Strategy and Operations Division	Review date	
Job Code	Professional	Prepared by	Manager and HR Dept
FLSA	Hourly	Approved by	
Shift	Monday – Friday, part-time	Effective date	
Number Supervised	N/A	Salary level/range	Hourly/ \$40-\$48hr

SUMMARY:

The Adult Education and Literacy Partnership Coordinator serves as the primary liaison for special partnerships and initiatives, building and maintaining strategic relationships to expand education and career pathways. This includes serving as the liaison for local government entity partnerships and a distance learning pilot to increase High School Equivalency attainment. The Coordinator works closely with sub-recipients to implement programs, encourage cross-functional collaboration, and support both initial and ongoing operations. By streamlining student recruitment, onboarding, and program management, the Coordinator contributes to successful program outcomes.

Working under limited supervision, the Coordinator demonstrates initiative and independent judgment while providing leadership and direction. This role supports the integration and delivery of workforce services and ensures compliance with Board, State, and Federal guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is intended to identify the essential functions of the 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.

- A. Manages implementation and delivery of the AEL Consortium programs and services at Dallas Public Libraries.
- B. Coordinates and ensures quality assurance, performance accountability, professional development, distance learning, instructional delivery, and career pathways activities are fulfilled and requirements are met.

- C. Works in conjunction with Consortium partners and the community to understand common workforce needs in adult education and literacy and develop strategies for meeting those needs.
- D. Monitors, coordinates, and assesses all AEL program activities to ensure program compliance and accountability.
- E. Prepares AEL program productivity reports.
- F. Establishes and develops program guidelines, goals, objectives, policies/procedures, schedules, priorities and standards for achieving AEL outcomes.
- G. Coordinates data collection and reporting for purposes of analyzing issues/concerns, ensuring compliance/accountability and ensuring effective program performance reviews.
- H. Provides ongoing professional, technical and logistical support to the Consortium.
- I. Performs related departmental work and special projects as assigned.
- J. Maintains current knowledge of WFSDallas operations, Department of Education and Texas Workforce Commission regulations, directives, and policy guidance necessary to design and deliver effective adult education and literacy.
- K. Develops and administers implementation of program plan and policies based upon grant requirements and other Board, state, federal and/or funding guidelines.

QUALIFICATIONS:

- Bachelor's degree in Workforce Development, Public Administration, Business Administration, Human Resources, Organizational Leadership, or a related field; or equivalent combination of education and relevant experience.
- Three (3) to five (5) years of experience in workforce development, program implementation, operations coordination, contractor management, systems integration, or cross-functional project coordination.
- Experience working with WIOA Title I and II programs, public sector initiatives, education/workforce systems, or multi-partner environments preferred.
- Proven ability to lead through influence in matrixed or decentralized environments.
- Experience managing complex stakeholder relationships and competing priorities.
- Strong facilitation, communication, and implementation coordination skills.
- Ability to translate operational and technical concepts across diverse audiences.
- Ability to build consensus and drive shared accountability across teams.
- Proficient in Microsoft Office Suite, CRM systems, implementation/project tracking systems, virtual collaboration tools, and workforce reporting systems.

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.

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.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may be modified any time with or without notice or due to funding changes

JOB DESCRIPTION ACKNOWLEDGEMENT

I have read this job description and fully understand all my job duties and responsibilities, and I am able to perform the essential functions as outlined in this job description. I understand that future performance evaluations and merit increases are based on my ability to perform the duties and responsibilities outlined within this job description to the satisfaction of my immediate supervisor, and I have discussed any questions I may have about these duties and responsibilities prior to signing this form.

Employee Printed Name

Date

Employee Signature