

## **Workforce Development Board Programs Coordinator**

### ***The workforce is changing, do you want to help?***

Do you love problem solving when faced with a challenge? Are you looking to be part of an inspired team striving to change the lives of those in our community? If you answered yes to these questions – keep reading because the WDBSCW's Programs Coordinator position might be a great fit for you.

### **The Workforce Development Board of South Central Wisconsin (WDBSCW)**

#### ***Our small team does BIG work!***

The WDBSCW is a nonprofit organization that serves as a connector between the U.S. Department of Labor and local American Job Centers to support the needs of workers and businesses throughout South Central Wisconsin. We are committed to helping people and businesses achieve their goals, whether that's earning degrees or certifications, planning careers, finding or training employees.

Our goal is to make South Central Wisconsin a better place to live and work by ensuring workers have the skills needed to succeed in their career, young adults are prepared to enter the workforce or educational institutions, and employers have the skilled talent needed to remain competitive.

---

### **Position Description**

As a Programs Coordinator, you will aid in the implementation, oversight and success of various workforce development related initiatives. This position includes team and independent work, problem-solving, policy analysis, data presentation/visualization, and data analysis to help drive organizational productivity, as well as participant service provision, outreach, and program coordination. Effective listening, communication, facilitation and evaluation skills will be essential to the project and organizational success.

The WDBSCW provides services in a six-county region of Columbia, Dane, Dodge, Jefferson, Marquette, and Sauk. Regional travel is required for this position but is project-based and therefore the travel schedule will shift, as it is based on need - mileage reimbursement provided.

Some of the responsibilities of this position include:

- Coordinate with partners and service providers in the implementation and the delivery of program services as well as providing technical assistance as needed
- Assist in establishing and maintaining effective program outreach and system engagement communications strategies
- Leverage partnerships with the WorkSmart Network system, community agencies, Workforce Innovation and Opportunity Act (WIOA) partners and staff, job center staff, and other agency partnerships to provide customers access to resources
- Providing direct participant services when necessary (in-person, remote/hybrid)

- Interpreting and enforcing complex federal and state guidelines related to grant management
  - Conducting program and contract monitoring
  - Process writing and updates in compliance with operations
  - Ensuring program objectives are achieved
  - Maintain accurate records and data as required to support quality statistical reports as needed
  - Review documents (digital and paper formats) to ensure adherence to policy and compliance
  - All other program supports as assigned
- 

### **Minimum Qualifications**

- Excellent human relations (customer service), organizational and communication skills
  - Associate Degree plus work experience preferred
  - Experience in Workforce Development, Human or Social Services a plus
  - Must have access to a vehicle and valid driver's license (travel will be required)
  - Ability to pass background check due to engagement with youth
  - Proficient computer skills using Microsoft Office Suite and related tools
  - Ability to maintain data security and confidentiality
  - Ability to self-manage, problem-solve, initiate, motivate and be a team player
  - Ability to multitask and work under tight deadlines
  - Thrives in a team where mutual respect is highly valued
- 

### **We offer**

- Full time position – \$43,000-\$46,000
- Typical schedule is Monday to Friday
- Primary worksite is located in Madison - Regional travel as needed
- Excellent benefits package - Medical/Dental/Life
- Paid time off + Holidays
- 401K - Matching
- Team oriented - we actually like each other!

### **Application Instructions**

Submit a current résumé and cover letter by email to [wdbscwi@wdbscw.org](mailto:wdbscwi@wdbscw.org) or direct mail to the address below:

Workforce Development Board of South Central Wisconsin  
3513 Anderson Street, Suite 104  
Madison, WI 53704-2607

(608) 249-9001

Website: <https://wdbscw.org/>

In compliance with the Americans with Disabilities Act the WDBSCW will provide reasonable accommodations to qualified individuals with disabilities.

WDBSCW is an equal opportunity employer.