



Industry Partnership Specialist **Westmoreland-Fayette Workforce Investment Board | Youngwood, PA**

Summary

The Westmoreland-Fayette Workforce Investment Board (WFWIB) is the leader in regional workforce development activities in the Westmoreland-Fayette County area. Through innovative programming and strategic initiatives, the WFWIB assists individuals in obtaining the skills needed for today's workforce and helps local employers retrain, hire, and retain skilled workers.

The Industry Partnership Specialist will primarily coordinate, oversee, and facilitate the WFWIB's Healthcare Industry Partnership. This Healthcare Industry Partnership is an employer-driven initiative that seeks to increase regional collaboration among healthcare industry representatives and businesses to develop solutions to critical healthcare needs and challenges. For more information on the Healthcare Industry Partnership, please see the WFWIB's official press release on its website. Additionally, this position may present the opportunity to assist with other employer-focus WFWIB initiatives. This is a full-time Grant Funded staff position with funding expected through June 2023.

Duties & Responsibilities

- Build and maintain relationships with industry and workforce partners
- Lead and/or support regional workforce development strategies and programs
- Organize and facilitate Healthcare Industry Partnership convenings and record/document convening outcomes
- Oversee the operation, implementation, and development of the Healthcare Industry Partnership, including the initiative's priorities and goals
- Act as initial point of contacts for those involved in the Healthcare Industry Partnership
- Engage business/employer partners to participate in the Healthcare Industry Partnership and other business/employer programs as needed
- Create and distribute quantitative and qualitative surveys to workforce partners
- Gather and synthesize program information to create and submit program reports as regularly as on a quarterly basis
- Meet program and organizational goals
- Manage program budget and ensure compliance and appropriate spending throughout program implementation
- Assist with other duties and initiatives as necessary

Required Skills

- Previous experience working at a Healthcare organization preferred
- Excellent project management skills and strong follow-up skills are required
- Professional interpersonal, comprehension, verbal communication, and written communication skills are required
- Ability to think strategically and critically and effectively collaborate

- Highly adept at working independently, prioritizing work, and multi-tasking
- Excellent computer, phone, and Office 365 skills, including Teams and Zoom
- Ability to maintain, create, organize, and coordinate resource materials
- Ability to facilitate and collaborate relationships with established partners and stakeholders including local employers, education and training providers, economic and workforce development organizations, and community organizations
- Possess a valid driver's license and ability to travel within two county areas and Commonwealth of PA

Required Experience

- Background in healthcare a highly preferred
- Project management experience preferred
- Strong interest in partner engagement and workforce development a plus
- Liberal Arts or Bachelor's Degree in a related field from an accredited college or university is required

Salary & Benefits

- Position Level: C
- Expected salary range: \$35,000 - \$45,000 (Salary is commensurate with experience)
- Excellent benefit package, including medical, prescription, dental, vision and more
- Office Location: Youngwood, PA

How to Apply

- Please submit your cover letter and resume to WFWIB Executive Assistant Michele Aston at maston@westfaywib.org
- Cover letters and resumes will be accepted until March 7, 2022.

The Westmoreland-Fayette Workforce Investment Board is an equal opportunity employer/program. Equal Opportunity, Diversity, and Inclusion: The Westmoreland-Fayette Workforce Investment Board (WFWIB) is committed to treating every individual, family, employee, and applicant with dignity, respect and compassion regardless of a person's sex, ancestry, national origin, race, color, age, religion, disability, military or veteran status, sexual orientation, gender identity/gender expression, genetic information, or social, economic or political affiliation. Compassion, trust, and mutual respect are at the core of our commitment to diversity and inclusion. The WFWIB fosters and promotes an inclusive environment that leverages the unique contributions of diverse individuals and organizations in all aspects of our work. We know that by bringing diverse individuals and viewpoints together we can collectively and more effectively create opportunities for a better life for the individuals we support.

Auxiliary aids and services are available upon request to individuals with disabilities.