

# Director, The Workforce Partnership of Putnam County

## Employer: The Workforce Partnership of Putnam County

The Workforce Partnership is a 501c3 industry sector partnership developed after several years of workforce activities performed by staff within local businesses. The Workforce Partnership is now being formalized to move forward with its mission to prepare, connect and grow an adaptive workforce to meet current and emerging employment needs in Putnam County, OH. The initial focus of this position will be launching and growing the partnership followed by engaging employers and learning systems, and leading funding initiatives for long term sustainability. The Director will report to a Board and will work with a collaborative group of employers and community stakeholders.

## Job Summary

- Build relationships with employers, workforce partners, and education systems and community agencies to understand and strengthen employment linkages.
- Facilitate and manage the planning and implementation of strategies and activities that will enhance learning, credentialing, training and career opportunities for local youths and adults.
- Prepare and deliver presentations to employers, educators, and the broader community.
- Foster the effective use of resources and support complementary activities that avoid duplication of services within the county and region.
- Manage local/federal grant funds and lead partnership fundraising.
- Track and measure results and report to stakeholders.
- Assist in marketing initiatives such as written content, videos, and social media platforms.

## Skills and Experience

- The ideal candidate will have relevant business and planning experience and demonstrate a mature, professional demeanor and ability to work well in a collaborative environment.
- Comfortable bringing diverse groups of people together, engaging stakeholders in making decisions and implementing strategies to achieve goals.
- Organizational, written, and oral communication skills are critical to this role.
- Experience or willingness to learn how to track key performance indicators and report outcomes.
- Ability to budget and monitor fiscal resources.
- Creative thinker with passion for learning and helping others succeed.

## Compensation

- Annual salary \$48,000. Paid vacation, sick time accrual and ten paid holidays annually.

## Apply

A cover letter describing your interest in the position along with a resume and three professional references is required by July 29, 2022.

Please email to [pccic2@bright.net](mailto:pccic2@bright.net)

Attn: Director, Putnam County Community Improvement Corporation. All applicants will receive an email confirmation their resume was received. Questions may be directed to the same email address.

## Position Requirements

The Director's position will be 36-40 hours/week with office space provided at the Putnam County Community Improvement Corporation in Ottawa, OH. Up to 50% of this individuals time will be spent out of office working with businesses, schools, and training partners. Valid driver's license and background check required.