



Position: **Workforce Development Manager**  
Reports to: Director of Economic Development  
Classification: Exempt

**Position Summary:**

As a key member of the Economic Development team, the Workforce Development Manager provides leadership on workforce development initiatives and partnerships. The role serves a critical function of supporting businesses, education, and communities in alignment with an important overall objective: to prepare the workforce of Cumberland County with the skills they need to be a successful contributor to Cumberland Valley businesses today and in the future. The role of the Workforce Manager is to be a systems convener, not a practitioner, building cross functional collaborations and working connections and pipelines between systems and on behalf of employers. The role leverages resources from subject matter experts in the areas of workforce development, data analysis, education and training, and equity and inclusion. The successful candidate must operate effectively in a dynamic, fast paced environment, understand the power of team building internally and with stakeholders to carry out the workforce development mission of CAEDC. Finally, the successful candidate will have passion for the Cumberland Valley and a desire to make the region a great place to live, work, and play.

**Essential Duties and Responsibilities:**

- Collaborate with SCPA Works to establish outreach to local businesses and education partners to leverage resources and add value to the work of SCPA Works in Cumberland County.
- Convene industry partners and develop ongoing structure to effectively understand, promote and advocate for strategic workforce solutions.
- Responsible for preparation, set-up, and execution of workforce collaborative meetings.
- Facilitate meetings with employers to understand their training needs
- Facilitate meetings with education facilities to encourage participation and development of appropriate course offerings.
- Facilitate education and training to understand the local workforce offerings for high priority occupations.
- Conduct basic research into local and regional workforce landscape of emerging sector jobs to inform business relationships and education and training partners.
- Collaborate with SCPA Works on data analysis to ensure consistency with the Workforce Development Board.
- Work with CAEDC marketing team to identify and develop a workforce communications strategy including success stories.
- Cultivate and maintain relationships with external partners and networks in the workforce development field, including and not limited to SCPA Works, educational institutions, and relevant local chambers and other agencies involved in workforce development.
- Represent CAEDC to key stakeholders, working groups, task forces and networks including crafting and delivering public presentations.
- Participate on designated committees to ensure alignment of the workforce strategies.
- Commitment to CAEDC’s vision and mission.
- Other duties as assigned.

**Important Qualities:**

Facilitator-Convener  
Data Analysis  
Collaborator  
Metrics and Results



### **Qualification Requirements:**

- Bachelor's degree or equivalent relevant experience.
- Minimum of two-years work experience in business (HR and recruiting), education (career advising) or workforce development or demonstration of internship or co-op with an organization that provided services plus experience.
- General knowledge and familiarity of and relationships with the education and workforce development landscape and partners in Cumberland County is a plus.
- Knowledge of non-profit, governmental, or quasi-governmental agencies/organizations is a plus.
- Strong working knowledge of Microsoft Office Suite including Word, Excel, and PowerPoint.
- Ability to handle multiple tasks and duties simultaneously.
- Ability to analyze data and make decisions based on the data analysis
- Strong analytical skills to solve problems, anticipate challenges, and identify opportunities and solutions with an attention to the bottom-line results are a must.
- Highly organized.
- Superior customer service to both internal and external customers at all levels of an organization.
- Independently motivated with the ability to manage time effectively and meet deadlines.
- Motivated to learn, grow professionally and work in a team environment.
- Strong verbal and written, and on-line communications skills as well as listening skills.
- Project management skills including meeting facilitation, relationship building, and the design and implementation of impactful plan to achieve objectives.
- Ability to work as a team player and collaborate internally and externally.
- Outstanding integrity and positive attitude.
- Must maintain a neat and professional appearance.

### **Certifications or Licenses:**

Transportation available to meet job requirements

Must pass a background check