

Workforce Development Manager

The Cumberland Area Economic Development Corporation (CAEDC) is Cumberland County PA's designated economic development organization and tourism promotion agency for Cumberland County. Created in 2004 by the Cumberland County Commissioners, the CAEDC operates as a quasi-governmental 501c3 agency that promotes and advances the overall economic health of Cumberland County so that businesses, residents, and tourists choose Cumberland County to work, live, learn and play.

The **Workforce Development Manager** reports to the Director of Economic Development and Community Engagement. This position directly supports the County's business expansion, retention and expansion strategies through active engagement with the employer community and resources already available or in need of development. The Workforce Development Manager serves as the workforce liaison between all workforce partners including the business community, education and training communities, Chambers of Commerce, and governmental or non-governmental agencies dedicated to resolving workforce challenges of today and tomorrow.

This position directly supports one of four strategic priorities. The Workforce priority includes:

- Completion of development and implementation of the workforce development plan
- Identification and support of collaborative training resources needed to boost employment in sectors with the highest need
- And development of a new model to workforce challenge to overcome barriers such as workforce housing, transportation, and childcare

The successful candidate must be flexible and willing to adapt to changes as the economic development department is rebuilt to meet the organization's current day and future needs. The organization is presently engaged in an internal workforce planning project that is designed to align the approved strategic plan with the talent, skills and human capital available. This is an exciting time to join the CAEDC team. This position will be instrumental in continuing the programs and initiatives underway while providing for ample opportunity to grow the workforce programs.

Job Duties & Responsibilities:

- Integrates and coordinates CAEDC's workforce development activities with South Central PA Works programs
- Directly supports outreach with employers and service providers to identify gaps, solutions and tools through DCED's Engage
- Uses data and analytics available from public sources such as Pennsylvania's Labor & Industry to support CAEDC's workforce
- Connects and validates gaps or emerging trends identified through data collection with employer's needs

- Collaborates with K-12 institutions and vocational/technical training institutions to connect emerging skill gaps and needs to support pathways of learning that will equip youth for family sustaining careers
- In partnership, works to support the development of new or deploys existing Certification programs to meet the highest needs
- Represents workforce solutions by sitting on business, educational institution, non-profit committees associated with workforce development
- Identifies opportunities for grants or other funding sources to fund our work or support employer needs
- Refer employers to partners, solution providers, or other appropriate agencies
- Other duties as assigned.

Knowledge, Skills & Abilities:

- Candidates must demonstrate excellent collaboration skills to work in partnership with internal and external constituents across the education, employer and governmental spectrums
- Excellent oral and written communication
- Proficiency with all MS Office applications and familiarity with customer relationship management systems
- Supports and promotes a team-oriented philosophy; displays a positive image of the Corporation
- Self-starter, organized, and willing to travel and work evenings or weekends
- Ability and comfort to support many projects at the same time as a convener
- Flexible and adaptable
- Willing to take on new challenges as needed by the agency

Certifications/Licenses & Minimum Requirements:

- Bachelor's degree required
- Minimum of three - five (3 - 5) years of related work experience in economic development, workforce, and community engagement or an equivalent combination of education and professional work experience
- Demonstrated experience in building new relationships while maintaining existing partnerships to support active community engagement
- Evidence of good public speaking capabilities
- Evidence of ability to analyze and interpret data into actionable plans that can be implemented community wide

Interested candidates should send a Cover Letter and Resume to:

Lori Lighty, Office Manager at Lori@cumberlandbusiness.com

The Cumberland Area Economic Development Corporation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. The Cumberland Area Economic Development Corporation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Position remains open until filled.