

## **RECRUITING ANNOUNCEMENT**

### **Workforce Development Program Coordinator**

Location: Las Vegas, NV

#### Core Functions & Responsibilities:

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced professional to coordinate, develop and provide support to workforce development across GOED's industry sectors.

- Identify and develop high-demand, regional and statewide workforce development programs in close coordination with industry, education and GOED industry specialists;
  - Activities may include: curriculum development, regional convening, needs assessment, and program evaluation;
- Develop a network of partnerships with other workforce development partners;
- Ensure assigned program activities and grant requirements are implemented successfully;
- Track employment placement and retention outcomes for program participants;
- Market all programs to businesses and community-based organizations;
- Gather, analyze and process program data.

#### Demonstrated Knowledge/Skills/Abilities:

- Experience and working knowledge of workforce development, specifically in the areas of health care, information, and manufacturing;
- Knowledge of workforce development principles and concepts;
- Knowledge of existing State and Federal workforce development programs;
- Successful experience in conducting meetings and facilitating groups;
- Proven ability to design and conduct training needs assessment;
- Ability to prioritize, organize, problem solve and exercise good judgment;
- Excellent verbal and written communication skills including cultivation of internal and external customer relationships, public presentations, and written reports;
- Strong planning and implementation skills.

#### Education and/or Experience:

- Graduation from an accredited four-year college;
- 2 years relevant experience.

**NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT**  
**Workforce Development Program Coordinator - Recruiting Announcement (Continued)**

Salary and Benefits:

\$83,559 annually. This position will be full-time, non-classified and exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary. The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.

Location:

This position will be based in Las Vegas, Nevada.

Travel Requirements:

Regular travel within the state may be required.

To Apply:

Please forward resume via e-mail to [msibley@diversifynevada.com](mailto:msibley@diversifynevada.com), attention Cory Hunt, Deputy Director, Nevada Governor's Office of Economic Development

Or via mail:  
Nevada Governor's Office of Economic Development  
Attn: Cory Hunt  
808 West Nye Lane  
Carson City, NV 89703

Application Deadline:

Resumes will be accepted until the recruitment needs are satisfied.