



Capital Workforce Partners (CWP) is seeking a **Business Partnership Coordinator – Healthcare** to ensure that the regional workforce development system is responsive to the needs of the Healthcare sector in North Central CT. Primarily supporting the Metro-Hartford Alliance for Careers in Health (MACH) sector partnership, the Coordinator is responsible for a range of activities including employer engagement, job development, pilot program design, and business services related to CWP initiatives and grants in the Healthcare sector.

Why might you want to join us?

CWP is a \$26M non-profit organization. As the state's regional Workforce Development Board in North Central CT, Capital Workforce Partners helps individuals overcome barriers to employment and closes the gap between skills and business hiring needs. Our organization is guided by a Consortium of the region's chief elected officials and by representatives from business, education and labor serving on our Board of Directors. CWP invests in youth development, develops sustainable career paths for adult workers, and assists employers with a variety of programs and services provided through the American Job Center network. If you share our values and are passionate about our mission, read on!

What will the Business Partnership Coordinator -- Healthcare do?

The Coordinator will engage and sustain strategic relationships with employers, industry associations, and training providers to ensure that program performance goals are met or exceeded. Specifically, the Coordinator will:

- Implement workforce initiatives and lead partnership activities under the umbrella of MACH as outlined in the MACH strategic plan.
- Introduce new healthcare employers to the workforce development system in North Central CT and create business service plans to support hiring and training priorities.
- Consult with strategy team to ensure grant applications and program designs are aligned with employer needs.
- Implement on-the-job training (OJT), incumbent worker training (IWT), subsidized employment and job placement activities as needed to support CWP's grant funded healthcare initiatives.
- Develop job leads that match participant qualifications, screen candidates, and make appropriate employer referrals.
- Serve as regional subject matter expert on workforce issues in the healthcare sector.
- Deliver workshops to American Job Center (AJC) customers related to careers in healthcare.
- Use ETO and other software to track business contacts, services, and activities; provide technical assistance to staff.
- Respond to grant requirements and compliance regarding timely completion of deliverables.
- Represent CWP at variety of events and serve as integral part of Business Engagement team.

This job could be for you if you possess:

- Experience in, or knowledge of healthcare industry related to hiring, training/education, or clinical practice.
- Experience in, or knowledge of workforce development – this is a plus!
- Relevant experience in higher education, preferably community colleges and four-year institutions.
- Excellent public speaking/presentation skills as well as verbal/written communication skills. Ability to work with diverse groups.
- Experience in training and/or outreach, as well as sales or entrepreneurial exposure.

Additionally, we are seeking candidates with:

- Bachelor's degree in Public Administration, Business, Counseling, Education, or related field (required).
- A minimum of five (5) years' experience in program coordination.
- Reliable transportation, current motor vehicle driver's license, and auto insurance. Travel throughout region required.

Are we talking about you?

If so, please send your resume, salary requirement, and cover letter **by Friday, August 20, 2021, to:**

Capital Workforce Partners-HR, 1 Union Place, 3rd Floor, Hartford, CT 06103 hr@capitalworkforce.org. **Applications will be reviewed on a rolling basis prior to deadline.**

We offer a competitive salary and benefits package. Capital Workforce Partners is an Equal Opportunity Employer M/F/D/V committed to a diverse work force. Please visit us at our website: <http://www.capitalworkforce.org/>