



Capital Workforce Partners (CWP) is seeking a full-time **Strategic Planning & Coordination Assistant** to support Youth focused initiatives, Youth Services partnership development, and assist with new, emerging strategic initiatives.

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 Connecticut, 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 opportunity 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 Strategic Planning & Coordination Assistant do?

- Conduct research and consider new sources to understand and articulate demographic trends, job seeker needs, labor market trends and current demand.
- Support analysis, validation, communication of Return on Investment (ROI) metrics associated with CWP programs.
- Support strategic plan dashboard updating and strategic goal execution.
- Build and oversee research and program evaluation capability; apply evaluation framework to CWP program evaluation and analyze quantitative data.
- Support development and transition of new, emerging strategic initiatives, including COVID Workforce Development Recovery Training Program contracts, operations, and other activities; new Two Generation strategies and new AJC program innovations.
- Support strategic planning for resource development. Align grant-writing process to program process to ensure that all grants are written with actionable/operationalizable commitments.
- Support partnership agreements, such as Memorandums of Understanding, Letters of Commitment, et al.
- Serve as a liaison between Youth Services and community partners.
- Create/facilitate program surveys and evaluations including collecting and aggregating data.
- Collaborate with Chief Strategy Officer to coordinate or assist with special projects.
- Support and champion CWP core values (supportive, creative, diverse, positive, collaborative, transparent, trustworthy).

This job could be for you if you have:

- Excellent organizational, verbal, and written communications skills.
- Ability to analyze and interpret data and create reports and presentations. Excellent attention to detail, accuracy, and follow-through.
- Ability to work independently and collaboratively, prioritize assignments, estimate time requirements, and meet deadlines with speed and accuracy.
- Manage multiple tasks simultaneously and be able to change priorities at a moment's notice.
- Ability to work with and develop data systems to coordinate initiatives.
- Proficiency in Excel, Word, and Power Point; Access skills a plus.
- Excellent customer service, listening, and interpersonal skills with team orientation and flexibility.
- Bachelor's degree in relevant area of study with two (2) years of professional work experience.

Are we talking about you?

If so, please submit your cover letter, resume, and salary requirement as soon as possible, but not later than **Friday, October 1, 2021**. **All applications will be reviewed on a rolling basis prior to closing date**. Submissions should be directed to: Capital Workforce Partners, Human Resources, One Union Place, 3rd Floor, Hartford, CT 06103. HR@capitalworkforce.org

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 our website: <http://www.capitalworkforce.org/>