



## **CAPITAL WORKFORCE PARTNERS**

### **POSITION DESCRIPTION**

#### **Business Partnership Coordinator**

**Full Time Hartford, CT 06103**

**Now Hiring! Business Partnership Coordinator**

Location: Hartford

Schedule: Monday - Friday 8:30 am – 5:00 pm

This is a hybrid position, with two days per week of remote work and three mandatory on site days in Hartford, CT.

#### **What's In It for You:**

- Compensation: \$65,000 - \$70,000
- 401(k), Insurance and benefits packages including Medical, Dental, and Vision
- Company paid time off and holidays offered

#### **Who we are:**

CWP is a non-profit organization that helps individuals overcome barriers and sharpen skills needed to succeed in future employment. We assist with a wide range of programs for both youth and adults to develop sustainable career paths as they enter the workforce. We champion 7 core values that drive our operation to success: Support, Creativity, Diversity, Positivity, Collaboration, Transparency, and Trust.

**JOB SUMMARY:** CWP is currently looking for a Business Partnership Coordinator with experience in the Manufacturing sector to join our business engagement team at the Hartford, CT office. If you are looking to join a great team whose goal is to make a difference in the lives of people and have a background in the manufacturing, are a detail oriented, self-starter who enjoys working in a fast-paced high-volume environment, then this is the place for you! Apply Today!

#### **Job Specific Duties and Responsibilities:**

- Develop and sustain strategic partnerships with manufacturing sector stakeholders including employers, training providers, and industry associations, facilitating access to workforce programs and resources.
- Introduce employers to the workforce development system in North-Central Connecticut and create business service plans to support their hiring and training priorities.
- Implement business services including recruitment events, on-the-job training (OJT), incumbent worker training (IWT), subsidized employment, and job placement activities as needed to support CWP IT initiatives.
- Develop job leads that match participant qualifications, screen candidates, and make appropriate employer referrals.
- Consult with strategy team to ensure grant applications and program designs are aligned with employer needs.
- Serve as regional subject matter expert on workforce issues in the manufacturing sector, maintaining knowledge of major employers, labor market information, career pathways, and training programs.
- Use ETO and other software to track business contacts, services, and activities.
- Provide technical assistance to staff pertaining to business and job seeker

- issues in manufacturing.
- Respond to grant requirements and compliance regarding timely completion of deliverables.
- Represent CWP at a variety of public forums, business and community events, and conferences.
- Work as an integral part of the Business Engagement team.

**EXPERIENCE & EDUCATION:**

- Bachelor's degree in public administration, business, counseling, education, or a manufacturing-related technical discipline.
- A minimum of five years' experience in program coordination.
- Experience in, or knowledge of manufacturing industry and/or workforce development.
- Relevant experience in business engagement and the building of strategic partnerships.
- Excellent interpersonal skills, oral and written communication skills.
- Experience in training and/or outreach activities.
- Sales or entrepreneurial experience.
- Experience composing written and oral presentations and reports using both data and narrative sources.
- Knowledge of workforce development system, laws, and policies.
- Ability to work with diverse groups.
- Fast paced work environment with multiple priorities and frequent deadlines.
- Requires local travel and occasional regional/national travel.
- Incumbents will be required to travel to various locations in the North Central CT region.
- Must have reliable transportation, current motor vehicle driver's license, and auto insurance.

**Compensation:** \$ 65,000 to \$70,000 including participation in medical, dental and optical benefits. Up to 5 weeks vacation per year (pro-rated based on start date, 3% employer contribution to Safe Harbor 401k plan after 6 months of employment, and free parking!

To apply, please send your resume and cover letter to: [dsmith@capitworkforce.org](mailto:dsmith@capitworkforce.org) and include Business Partnership Coordinator in the subject line.