



JOB TITLE: Ecosystem 4 Coordinator

FLSA STATUS: Exempt

REPORTS TO: Chief Administrative Officer

LOCATION: Regional Ecosystem 4 (Attala, Calhoun, Chickasaw, Choctaw, Clay, Grenada, Lowndes, Monroe, Montgomery, Noxubee, Oktibbeha, Webster, Winston and Yalobusha Counties)

SALARY RANGE: \$60,000 - \$65,000

APPLICATION DUE DATE: January 31st, 2024 at 5:00 PM CST

SUMMARY:

An Ecosystem Coordinator is an energetic, mission-driven, self-directed individual who serve in one (1) of the eight (8) regional Office of Workforce Development (AccelerateMS) ecosystems, meet active projects and communications to meet office goals resulting in productive outcomes for the state of Mississippi. The primary duties include serving as AccelerateMS' primary point of contact to manage active projects and support local economic and workforce development activities.

Serving as local points of contact for the AccelerateMS team, Ecosystem Coordinators will work primarily in a specific region, with frequent same-day and periodic overnight travel required. Ecosystem Coordinators have a flexible hybrid schedule allowing for optimal use of time to complete related project work as necessary.

ESSENTIAL JOB FUNCTIONS:

Ecosystem Coordinators are responsible for the deployment of activities that support the organization's main objectives. Some of the primary duties include:

- Serving as manager for workforce training projects within assigned ecosystem, including coordinating meetings, gathering proposals, preparing and delivering presentations, gathering proposals to the office, and monitoring activities to ensure goals are met;
- Facilitating strong ecosystem "tables" of diverse stakeholders that share best practices, voice concerns, provide feedback, and participate in the development of workforce strategies for the specific ecosystem;
- Participating in and leading state and local workforce planning efforts as directed.
- Communicating with and supporting the career coaches through the coach managers and associated AccelerateMS program manager(s) as necessary;
- Working across inter-office divisions to support programmatic efforts;
- Participating in periodic Ecosystem Coordinator sessions, including statewide face-to-face meetings;
- Evaluating and assessing program strengths and weaknesses, while communicating potential needs and solutions to AccelerateMS staff and leadership;
- Documenting and organizing daily activities based on the goals of the organization.

- Meeting with stakeholder to discuss program status and goals;
- Proactively managing varied obligations from the executive team;
- Completing special projects as assigned by the executive team.

KNOWLEDGE, SKILLS, & ABILITIES:

- Critical thinking and ability to demonstrate high-level problem-solving techniques
- Emotional maturity and interpersonal skills to work collaboratively with a diverse group of individuals and groups, including the ability to effectively resolve conflicts
- Strong written and verbal communication skills to give public presentations, produce reports, assign tasks, accept instructions, and handle coordination among partners, among other tasks
- Ability to schedule and manage time and tasks effectively
- Ability to multi-task and work under pressure to perform diverse responsibilities requiring confidentiality, initiative, and sound judgment
- Strong working knowledge of Microsoft Office, including Word, Excel, PowerPoint, Teams, and Outlook
- Time management
- Ability to work independently
- Ability to implement a project and see it to its completion

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Aligned education program completion encouraged, but not required
 - Bachelor's degree with a least three years of experience managing complex projects and programs
 - Associate's degree with a least five years of experience managing complex projects and programs
- Five years' experience in economic, community, or workforce development is required.

To apply for this opportunity, please send a cover letter and resume, including the information below, to maryannmyers@acceleratems.org before 5:00 PM CST on January 31st, 2024. AccelerateMS will review applications received at this time and will periodically review applications submitted after January 31st to identify candidates for this position.

- Name, address, telephone number, and email
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific prior experience and skills related to the job
- Brief narrative with information such as why you are interest in, or qualified for, the job
- Degrees, licenses, and/or certifications
- References (typically three references with contact information)