



JOB TITLE: Coordinator – Ecosystem 4

FLSA STATUS: Exempt

REPORTS TO: Chief Operations Officer

LOCATION: Regional Ecosystem 4 (Attala, Calhoun, Chickasaw, Choctaw, Clay, Grenada, Lowndes, Monroe, Montgomery, Noxubee, Oktibbeha, Webster, Winston and Yalobusha Counties) Preferred Candidate must reside in one of the counties above.

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

APPLICATION DUE DATE: April 15, 2024 at 5:00 PM CST and will remain posted until filled

SUMMARY:

The Coordinator is a motivated, mission-driven individual who oversees projects within Ecosystem 4 and plays a pivotal role in driving project and office success by providing support, coordination, and oversight through assigned project(s) lifecycle. This role serves as the primary point of contact in support of local workforce development initiatives and is instrumental in keeping projects organized while fostering collaboration and communication among team members and stakeholders. The coordinator operates primarily within the defined region, with frequent same-day and occasional overnight stays required.

ESSENTIAL JOB FUNCTIONS:

- Coordinate workforce training projects within the assigned ecosystem, including organizing meetings, soliciting proposals, delivering presentations, and monitoring existing project(s) progress towards goals.
- Collaborate with stakeholders and program managers to develop detailed project plans, timelines, and objectives while ensuring alignment to stated office goals and priorities.
- Serve as the central point of contact for all project-related communications, both internally and externally with stakeholders, clients, and vendors.
- Maintain accurate project documentation, including meeting notes, progress reports, and other relevant records.
- Facilitate robust ecosystem "tables" comprising diverse stakeholders to share best practices, address concerns, offer feedback, and develop workforce strategies.
- Evaluate existing program strengths and weaknesses, communicating potential needs and solutions to AccelerateMS staff and leadership for potential development.
- Participate in and lead state and local workforce planning efforts as directed.
- Engage with project stakeholders to gather feedback, address concerns, and ensure alignment with project and office objectives.
- Facilitate project closure by ensuring all deliverables are completed satisfactorily and documenting best practices for future projects

- Support career coaches through coach managers and associated AccelerateMS program managers as needed.
- Collaborate with inter-office divisions to support programmatic efforts.
- Attend periodic staff meetings and professional development opportunities, including statewide face-to-face meetings.
- Document and organize daily activities aligned with organizational goals.
- Manage various obligations and projects as assigned by the supervisor.

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 two years of experience managing complex projects and programs; or
 - Associate's degree with a least five years of experience managing complex projects and programs.
- 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 April 15, 2024. AccelerateMS will review applications received at this time and will periodically review applications submitted after the deadline 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 describing interest in and qualifications for the role
- Pertinent degrees, licenses, and/or certifications
- References (typically three references with contact information)