



Director of Workforce Development Job Description and Qualifications

Job Type: Full-time; Salary

Reports to: President and CEO of the Arkadelphia Regional Economic Development Alliance

About Us

The Arkadelphia Regional Economic Development Alliance makes a positive impact by leading economic and community development efforts that advance growth and prosperity in Clark County, Arkansas.

Community Workforce Development Strategy

To support the needs of current businesses/employers, as well as attract new companies, Clark County must offer a continuous pipeline of skilled talent. The primary goal of this position is to assess and develop the workforce capability of the region resulting in a collaborative community-based effort that will position Clark County for long-term growth and success. This pipeline will be developed by rethinking the way Clark County approaches workforce development and career and technical education in K-12 and higher education combined with stronger business and industry partnerships.

In partnership with local K-12, higher education and business and industry, the Director of Workforce Development will lead the creation, implementation and continued enhancement of a holistic, community-based workforce development and directed career pathways model that is connected and aligned from elementary school through higher education with business and industry needs. The model will include many key actions and activities, primarily led by individual institutions, but aligned across the institutions and the community.

Main Responsibilities

- Work with our educational and industry partners to further develop and refine our community's short and long-term workforce development and career and technical education strategy and vision
- Support the local school systems and higher education institutions in their individual workforce development and career and technical education efforts and ensure they align, where appropriate, with our overall strategy and model
- Build connections between employers and education and training institutions and programs to strengthen the connections that already exist, expand them where possible, develop new ones and encourage the adoption of programs already successfully developed and implemented in other communities across the United States

- Ensure alignment, strategies and programs increasing capacity, enrollment, participation, graduation and investment in career pathways and programs.
- Conduct regular analysis of current local, regional, and state workforce challenges, opportunities and needs and recommend future state models, strategies, initiatives, and actions to help achieve our goals and objectives
- Conduct research into successful workforce development models and initiatives from around the country and drive the replication of them in our region
- Ensure that our workforce development efforts contribute to our local economic development efforts and ensure significant economic growth for the region. Provide subject matter expertise to the Alliance economic development team related to workforce during the RFP/RFI and recruitment process
- Bolster existing education and industry partnerships and expand our efforts by establishing and recruiting new partnerships across south and central Arkansas
- Facilitate increased investment in our workforce development efforts and career pathways and programs. Work to secure additional funding, from a variety of sources and investors, to support our workforce development efforts
- Explore opportunities to ensure these workforce development strategies also support adult learners, displaced workers or individuals looking for a career change and will translate into meaningful jobs and careers for them
- Conduct periodic workforce development needs assessments and summarize and present reports as required
- Serve as the Alliance representative on the Clark County Workforce Training Group.
- Manage and coordinate annual job fair/career expo events in conjunction with the Clark County Workforce Training Group
- K-12 outreach – develop programs, curriculum and opportunities that expose students, educators, and parents to a variety of career options and begin to assess their skills, interests, and abilities
- Collaborate with existing employers to develop an apprenticeship/internship program with local educational institutions and students

Required Education, Experience, and Professional Characteristics

- Bachelor's degree required; advanced degree preferred
- Previous experience in education, manufacturing, or management is preferred
- Must have a current, valid driver's license, clean driving record, and reliable personal transportation
- Knowledge of the local business and education community is a plus
- Demonstrated skill in information technology with moderate competencies in IT networks, use of the Internet, MS Word, Excel, PowerPoint, Teams, Outlook, and other software necessary to perform the work required
- Ability to effectively communicate in oral and written forms both inside and outside the organization
- Strategic and operational decision-making abilities
- Organized and able to keep accurate and detailed documentation
- Demonstrated ability to thrive in a complex work environment and collaborate successfully with internal and external teams while managing multiple projects and meeting tight deadlines under pressure

- Congenial, professional, and collaborative management style
- Ability to manage sensitive information in a professional and confidential manner
- Prior experience dealing with federal and state agencies, managing programs, and grant research/writing is a plus
- Willingness to travel
- Open to learning new skills

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time.

Compensation and Benefits

- Compensation based on experience
- Benefits include medical, dental, and vision insurance, paid vacation, holidays, sick leave, and 401K with match

How to Join the Team

Please submit your resume and cover letter via one of the methods below. This position will remain open until filled.

Via Mail:

Shelley Short
 President/CEO
 Arkadelphia Regional Economic Development Alliance
 201 N. 26th Street
 Arkadelphia, AR 71923

Via Email: Candidates must submit a cover letter, resume, and references, combined into one PDF document to shelley@arkadelphiaalliance.com. Please include "Director of Workforce Development" in the subject line of the email.

The Alliance is an Equal Opportunity Employer and will consider all qualified applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other protected characteristic under federal, state, or local law.