Job Title:  Workforce Investment Act Coordinator  
Job Code: 10045

**JOB SUMMARY**

The Workforce Investment Act Coordinator is responsible for planning and organizing the daily activities of the Workforce Investment Act Program including coordinating job training and placement assistance for individual clients.

**MAJOR DUTIES**

- Plans and organizes the daily activities of the Workforce Investment Act Program at a technical college;
- Participates in the development and implementation of employment service programs;
- Recruits applicants for the WIA program;
- Performs case management and referral activities as prescribed by federal, state and local guidelines for services in the WIA Program through the local WIA Board;
- Assists with program entry paperwork, job placement and follow-up;
- Communicates and maintains accurate records and reports of client participation and outcomes to ensure compliance with standards of WIA;
- Enters data into computer or terminal;
- Establishes a working relationship with the public, community, and service delivery organizations/agencies;
- Assists with the design and execution of special events, projects and activities as requested.

**COMPETENCIES**

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of program assessment and strategic planning strategies
- Knowledge of budget development and management principles
- Knowledge of Federal Workforce Investment Act policies, procedures, regulations and guidelines
- Skill in the delegation of responsibility and authority
- Skill to work cooperatively with community leaders, students, faculty and staff
- Skill to make timely decisions
- Skill in developing and maintaining close working relationships with community leaders and area businesses and industry executives
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills
## MINIMUM QUALIFICATIONS

Bachelor’s degree in a related field from an accredited college or university *and* Two (2) years of experience in counseling and/or social work in a similar program engaged in the delivery of multiple employment and training programs or similar programs

Note: Experience may substitute for the degree on a year-for-year basis.

## PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.