



## SOUTH BEND | ELKHART REGIONAL PARTNERSHIP

### Position Description

**Position Title:** Education and Workforce Specialist

**Application Close Date:** 12/22/2020 by no later than 5:00pm Eastern Time

The South Bend - Elkhart Regional Partnership (SBE Regional Partnership) is a 501c6 nonprofit regional economic development organization dedicated to advancing the economy in the South Bend – Elkhart region.

SBE Regional Partnership is a collaboration of the economic development partners from 47 smart connected communities in northern Indiana and southwest Michigan focused on a long-term systemic approach to advance the region's economy by aligning the efforts of various stakeholders around five key areas:

- Educating a world-class WORKFORCE
- Recruiting and retaining great TALENT
- Attracting and growing high-wage INDUSTRIES
- Promoting INCLUSION
- Helping ENTREPRENEURS thrive

### Position Objective

The Education and Workforce Specialist is a new, grant-funded position focused on supporting and enhancing the regional education and workforce ecosystem. The position will have a direct project focus on K-12 college and career readiness initiatives in collaboration with regional traditional public-school districts. This position provides strategic coordination, planning, and development support to implement Education and Workforce initiatives of the SBE Regional Partnership. These initiatives are a part of the region's economic development strategy, led and coordinated by the SBE Regional Partnership. The position will work under the guidance and supervision of the Director of Education and Workforce. The position will also work in collaboration with SBE Regional Partnership staff and dozens of cross-sector partners to implement projects and events while engaging diverse communities and stakeholders.

The ideal candidate for this position will be: highly organized; interested in leveraging research and data to analyze and solve problems; a fervent advocate and supporter of Diversity, Equity, and Inclusion; and excited to join a fast-paced and dynamic team culture.

The position is a **3-year grant-funded role**, set for an employment date range of January 2021 through January 2024. Further employment beyond the 3-year period may be an option, contingent upon the availability of additional grant funds, but is not guaranteed.



### Primary Responsibilities

- **Michael and Susan Dell Foundation (MSDF) College, Career and Military Readiness (CCMR) grant project management**
  - Serve as the project manager for the Michael and Susan Dell Foundation funded *South Bend – Elkhart Region K-12 CCMR Data Optimization Project*
  - Manage and continuously articulate – to stakeholders – the functions and uses of the Ed-Fi Data standard and other technical platforms associated with the MSDF CCMR Project
  - Develop and lead an overall project management plan associated with the MSDF CCMR Project, ensuring key project milestones and deliverables are met on a timely basis
  - Manage and facilitate K-12, higher education, and industry working groups to review technical platforms associated with the MSDF CCMR project and inform the design of a K-12 CCMR technology application framework
  - Provide overall management support and monitoring of technology application development
  - Lead all stakeholder mapping activities and ensure that tools/platforms being developed meet the unique client needs of K-12, higher education, and industry stakeholders
  - Manage all stakeholder meetings and engagement activities associated with the MSDF CCMR Project
  - Attend and share out knowledge garnered via professional training and convenings associate with the Ed-Fi Alliance
- **Industry engagement support**
  - Grow regional virtual career exploration platform, building on current resources via LIFT Network Career Exploration resources
  - Manage project plan to build virtual career pathways library for partnership with local K-12 district and workforce intermediary partners
  - Provide coordination support of manufacturing and advanced industry partners to implement adult apprenticeship and career exploration programs
  - Support county-level workforce intermediaries in local implementation and data record keeping of initiatives
- **Network and stakeholder engagement**
  - Design and implement innovative strategies to engage and communicate to key stakeholders
  - Track and promote partner events, accomplishments and stories related to initiative areas of focus
  - Maintain and grow initiative Salesforce Customer Relationship Management (CRM) platform
  - Provide coordination support of Education and Workforce Committee related partner meetings and activities
- **Project management and strategy support**



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- Provide overall project management to the Director of Education and Workforce
- Support research and data activities on an as-needed basis
- Operate as a “go-to” project management resource for all Education and Workforce Initiative related projects and engagements

### **Experience:**

At least 2-5 years of experience within K-12 education, workforce development, project management, and/or data management projects is highly preferred. A professional background in K-12 education setting and/or human resource operations is a bonus. Proficiency in MS Office suite products including PowerPoint required. Familiarity with Salesforce or similar CRM required.

### **Education:**

Bachelor’s degree. Coursework in social sciences, education, economics, economic development, public administration, business administration, human resources, or related area preferred.

### **Required Skills:**

- Demonstrated experience developing engagement methods to diverse communities and stakeholders
- Demonstrated and strong meeting facilitation skills
- Affinity to new technology adoption required
- Positive work attitude and a consistent, dependable work ethic
- Strong organizational management skills
- Strong data skills and an evidenced background in writing research/data informed reports and/or briefs
- Demonstrates excellent communication skills (verbal and written)
- Great customer service and interpersonal skills
- Dependable, consistent, and results-oriented

This description covers the primary purpose and principle duties of the job. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed.

### **Cultural Competencies and Commitment**

- Exhibits high integrity
- Ability to be proactive and take initiative
- Demonstrated success working in teams
- Hardworking, humble approach to work
- Consistently provides quality results
- Responsible work ethic
- Demonstrated cross-cultural competency
- Highly motivated by challenges
- Value and vision driven
- Positive can-do attitude
- Well organized habits
- Reliable with a ready-to-help disposition
- Positive approach to problem solving



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This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

The successful candidate must submit to a required background check prior to the first day of employment. A background check may consist of, but not limited to, a criminal history check, employment reference check, social security and address verification, drug tests and an education verification. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, disability, sex, age, ethnic or national origin, marital status, sexual orientation, gender identity or presentation, pregnancy, genetics, veteran status or any other status protected by state or federal law.

### **Salary and Benefits**

Salary commensurate with experience. Benefits include medical, retirement, paid holidays, vacation, and sick days.

E-mail cover letter, resume, and references as attachments to Leighton Johnson at [LJohnson@southbendelkhart.org](mailto:LJohnson@southbendelkhart.org), mail to: South Bend - Elkhart Regional Partnership, 635 S. Lafayette Blvd., Suite 123, South Bend, IN 46601. E.O.E.