



## Talent Development Coordinator

### Position Overview:

The Bay Consortium Workforce Development Board is searching for a Talent Development Coordinator whom will play a pivotal role in fostering workforce development activities across multiple industries, including manufacturing, IT, and aquaculture, within the region. This is a two-year grant-funded position with the potential for full-time, permanent employment, contingent on industry support. The primary responsibilities include designing and implementing career pathway programs, acting as a systems integrator for industry needs, building relationships between industry stakeholders and educational institutions, and facilitating impactful workshops and events. The coordinator will collaborate with state workforce partners and ensure all activities are documented in the statewide system of record the Virginia Workforce Connection (VAWC).

### Key Responsibilities:

- **Career Pathway Development:** Design, implement, and continuously improve career pathway programs within manufacturing, IT, and aquaculture sectors. Focus on developing clear, actionable career growth opportunities for individuals seeking to advance their careers in these industries.
- **System Integrator:** Serve as a bridge between industry needs and workforce solutions by integrating systems that address the skills gap, aligning training and education opportunities with employer demands. Facilitate collaboration between regional industries, educational institutions, and training providers.
- **Industry and Education Relationships:** Build and maintain strong relationships with key industry leaders, employers, and educational organizations. Understand the workforce needs of each industry and develop strategies to address these needs through education, training, and recruitment initiatives.
- **Event and Workshop Planning:** Plan, coordinate, and execute events, workshops, and training sessions that bring together industry experts, educators, and job seekers. These events will be focused on upskilling, career development, and workforce training within the targeted industries.
- **Communication and Public Speaking:** Demonstrate excellent verbal and written communication skills. Represent the program in public forums, industry meetings, and community events, including delivering presentations to diverse groups of stakeholders such as employers, educational institutions, and government agencies.
- **Collaboration with Workforce Partners:** Work closely with state and regional workforce partners, aligning efforts to ensure industry demands are met through effective talent development strategies. Provide regular updates and reports on the progress of initiatives, including tracking and recording activities in the Virginia Workforce Connection (VAWC).

- **Data Management:** Accurately track and record all program activities, event outcomes, and participant data in the VAWC system, ensuring compliance with state and federal regulations and providing actionable insights for future program planning.

### **Key Qualifications:**

- **Education and Experience:**
  - A bachelor's degree in Human Resources, Education, Workforce Development, Business Administration, or a related field is preferred.
  - Experience in workforce development, talent management, or a related field is highly desirable.
  - Experience working with manufacturing, IT, and/or aquaculture industries is a plus.
- **Skills and Abilities:**
  - Excellent written and verbal communication skills, including public speaking and presentation abilities.
  - Ability to build and sustain relationships with employers, educational institutions, government agencies, and other key stakeholders.
  - Strong organizational skills with the ability to plan and execute multiple projects simultaneously.
  - Familiarity with workforce development tools and systems, including VAWC, is a plus.
  - Proficient in Microsoft Office Suite and other project management software.
- **Personal Qualities:**
  - A proactive, self-starter with the ability to work independently and as part of a team.
  - Strong problem-solving skills and the ability to innovate solutions to industry challenges.
  - Flexibility and adaptability in a dynamic, fast-paced work environment.
  - Commitment to workforce development and community outreach.

**Job Type:** Two-year grant-funded position with the potential for permanent employment based on industry support.

**Location:** GOVA Region 6 – City of Fredericksburg, Caroline, Essex, , King George, King & Queen, King William, Lancaster, Mathews, Middlesex, Gloucester, Northumberland, Richmond, Spotsylvania, Stafford, and Westmoreland Counties.

**Application Process:** Interested candidates should submit a resume and cover letter detailing relevant experience and qualifications for the role to Jackie Davis [jdavis@baywib.org](mailto:jdavis@baywib.org).

The Bay Consortium Workforce Development Board is an Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD: VA Relay Center: 711 or 800.828.1120. This project was funded in part by GO Virginia, a state-funded initiative administered by the Virginia Department of Housing and Community Development (DHCD) that strengthens and diversifies Virginia's economy and fosters the creation of higher wage jobs in strategic industries.