

cornerstones Career Learning Center, Inc.

JOB DESCRIPTION

Business & Industry Training Coordinator

GENERAL SUMMARY:

Administer, direct, and supervise the implementation and operation of short-term, part-time and continuing education programs for Cornerstones Career Learning Center. Provide leadership for businesses, industries and educational entities in support of economic development efforts for Cornerstones service area.

MINIMUM QUALIFICATIONS:

1. Baccalaureate Degree in a field related to business, industry, and/or education
2. Three or more years of successful work experience in an occupation outside of education with preference given to manufacturing and high-tech industries.
3. Proficiency with both verbal and oral communication skills.
4. Proficiently computer software programs.
5. Experience in curriculum development and training is highly desirable.
6. Fluency in a foreign language is desirable but not required

RESPONSIBILITIES:

1. Carry out the goals, objectives and action steps for Cornerstones for business and industry training programs
2. Respond to the needs of education and training for economic.
3. Supervise and direct training programs.
4. Determine training methods, occupational competencies to be met, and the length, location, staffing and budgetary requirements of the programs.
5. Develop training agreements.
6. Recruit and register students for training programs.
7. Conduct follow-up evaluations.
8. Assist with job development of participants.
9. Promote training opportunities. This includes promoting services through an active presence in the workplace community.
10. Complete applications, correspondence and reports.
11. Prepare and administer training budgets.
12. Supervise part-time, temporary training staff.
13. Assume additional duties as assigned by the Executive Director.

WORK SCHEDULE

This is a full-time, 36 to 40 hour a week, 12-month position. The work schedule is typically 8:00AM to 5:00PM, but flexibility with this schedule is expected with evening and weekend hours likely to occur.

The remaining weekly hours are flexible depending on classes and duties assumed, with typically as shortened workday on Friday. Flexibility with this schedule is expected with the delivery of evening and weekend programs provided on a regular basis and the necessity for off-site professional development.

EMPLOYMENT INFORMATION

1. Wage starts at \$13.50 an hour and goes up to \$14.00 by the completion of probation.
2. Full-time – 40 hours a week 12-month a year position
3. Benefits and leave schedules are in accordance with the organization policies and include:

- Employer Covered Health Insurance
- Employer Covered Life Insurance
- Paid Holidays
- Vacation
- Personal Time
- Employer Matched Retirement
- Flexible Scheduling
- Pre-tax medical and dependent care
- AFLAC

WORK LOCATION

This position will be located in Huron, South Dakota