

ROANOKE VALLEY ALLEGHANY REGIONAL COMMISSION
for the
WESTERN VIRGINIA WORKFORCE DEVELOPMENT BOARD
POSITION DESCRIPTION

PROGRAM LIAISON (TEMPORARY)

General Definition

Under the supervision of the Director of Workforce Development, the Program Liaison serves to support Virginia Career Works – Blue Ridge and the Western Virginia Workforce Development Board. By assisting with general administrative tasks and program support, the Program Liaison will ensure that the Western Virginia Workforce Development Board fulfills its duties to Local Workforce Development Area 3 (Counties of Alleghany, Botetourt, Craig, Franklin and Roanoke and the Cities of Covington, Roanoke and Salem) in overseeing and administering the Workforce Innovation and Opportunity Act Title I Programs. The Program Liaison will also assist the Western Virginia Workforce Development Board in acting as the regional convener for workforce development in the region.

This position is a temporary part-time (20-25 hours per week) position through June 30, 2019.

Typical Work Tasks

- Attend all Western Virginia Workforce Development Board, Chief Local Elected Officials Consortium and Committee meetings and assist in meeting recording minutes, set-up, and take-down.
- Assist staff in the organization of archived files electronically and physically.
- Take deposits to the bank of record, receive daily mail checks to vendors, and process invoices and purchase orders.
- Attend meetings with community organizations to further promote the mission of Virginia Career Works – Blue Ridge and the Western Virginia Workforce Development Board.
- Assist in project coordination with internal and external partner agencies.
- Research and identification of potential funding opportunities for projects and operations;
- Assist in the development and implementation of quarterly newsletter;
- Complete data entry into statewide system of record for training provider activities;
- Experience in public speaking, communications, and marketing
- Other duties as assigned.

Knowledge, Skills, and Abilities

Knowledge of the structure and operation of government and community agencies and private businesses; Ability to work independently; Ability to express ideas clearly and concisely, both orally and in writing; Ability to consider and weigh a variety of factors in making decisions and recommendations; Ability to establish and maintain a good working relationship with clients, public and private agencies, and the employer community; Ability to compile data and make reports.

Education and Experience

High School Diploma or Equivalent required. Some college preferred. At least two (2) years of professional experience in public administration, marketing, or combination of experience and training which provides the required knowledge, skills, and abilities is preferred.

Experience with and/or understanding of the business community, economic development and the public workforce system is helpful. Travel within the eight-jurisdiction region and occasional evening meetings and events should be expected.

Working Conditions

This is a partially sedentary job which requires sight sufficient for significant reading, keyboarding/computer use, and requires an individual with hearing sufficient for extensive, direct and/or telephone contact with a wide scope of workforce agencies and individuals. Responsibilities require an individual to be physically mobile to attend meetings in multiple locations. Regular travel to meetings within and outside of western Virginia. The nature of this position and the personal interactions involved require that an individual possess significant and persuasive interactive communication skills. Reasonable accommodation may be made to enable individuals with a disability to perform the essential functions.

<p>This job description is only meant to be a representative summary of the major responsibilities and accountabilities performed by incumbents of this job. The incumbents may be requested to perform job-related tasks other than those stated in this description.</p>
--