

## Greater Lafayette Commerce

### Position: Workforce Project Coordinator Contract Employee

#### Position Funding and Contract

This position is funded from a grant. *This is a one (1) year contract-based position with the potential of a second year.*

#### Position Detail

Greater Lafayette Commerce is seeking a Workforce Project Coordinator to assist with different workforce development programs in the region. The Workforce Project Coordinator must be efficient, maintain and integrate various initiatives dedicated to various workforce development programs. Duties for this position include but are not limited to travel to surrounding counties and facilitate various workforce development programs, maintain resource library for CoderDojo shared equipment, complete monthly report for grant requirements, launch CoderDojo in 9 counties, ability to obtain volunteers and supporting funding for the program, launch “Manufacturing Week” and “Robotics in Manufacturing Camp” activities in 9 counties to mirror the existing programs in Tippecanoe county. The ability to multi-task, while maintaining complex schedules and managing various report and budgets, is essential in this position. The ideal candidate for this position must be resourceful and a good problem solver.

#### Job Requirements:

- Associate Degree in education or business or related field (Bachelor’s Degree Preferred)
- Two or more years of progressive experience in education, administrative support or project management.
- Consideration will be given to an equivalent combination of required education and related work experience
- Ability to travel to surrounding counties
- Strong interpersonal and communication skills along with the ability to work effectively with a wide range of constituencies in a diverse community
- Ability to balance interruptions, multi-task, and prioritize work to meet deadlines
- Ability to assume responsibility, take initiative to solve problems, and establish and maintain quality standards
- Ability to effectively work independently and collaborate in a team environment