

Coordinator, Workforce Projects

FLSA Status: Exempt

Pay Grade: 17

Job Title ID: 20308

Job Series/Job Family: Workforce Education & Business Development Series / Customized Training & Assessment Family

Reports To

Director, CE Business & Marketing

Job Purpose

Manages all stages of grant-funded program implementation and delivery, data management, documentation and reporting of program deliverables, and assists in the process of researching and writing grants to support grant funded programs facilitated by the Customized Training department.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Oversees, coordinates, implements and facilitates various Customized Training grants, including the Skills Development Fund grant (and other funding sources as available) activities including curriculum plans; instructional staff, calendars and timelines; plans and implements all grant activities; schedules stakeholder meetings; develops agendas; gathers and maintains the integrity of data; and writes monthly progress and closeout reports.
2. Organizes and facilitates all aspects of instructional development including generating a curriculum plan based on the unique needs of industry partners; researching and securing curriculum solutions; hiring and coordinating qualified instructional staff; ordering supplies/books; arranging for classroom space and equipment; documenting class results and evaluations; and managing instructional payroll.
3. Coordinates College and outside personnel (including industry partners) involved in grant development and implementation projects; coordinates schedules, instructors, materials, participant documentation, and other grant related requirements.
4. Performs technical, analytical, and related tasks for the collection, interpretation, aggregation, and evaluation of data; incorporates data for grant reporting and management purposes.
5. Leads in the development and writing of monthly and final grant reports.
6. Coordinates with CT Executive Director for all grant management aspects.
7. Assists ACC Grant Writing department to develop, write, revise, edit, and submit grant proposals to funding agencies (with focus on Texas Workforce Commission grants) at a quality level that supports the likelihood of award; ensures grant submission criteria are met in grant proposals.
8. Participates in technical training provided by funding agencies and stays informed of changing grant standards and guidelines.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Grant development and implementation processes.
- Data documentation, manipulation and reporting processes.
- Program implementation and delivery.

- Program funds management and allocation.
- Standards and proposal guidelines for grant writing and documentation.
- Establishing and maintaining effective working relationships

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Data collection, analysis, and report writing.
- Maintaining confidentiality of work related information and materials.
- Coordinating all phases of grant management processes including budgets.
- Researching grant and resource opportunities. Assists grant writing department with proposal development.
- Working and interacting with diverse groups of people.
- Effectively handling details of multiple projects with varying timelines.

Computer Skills

Required

- Demonstrated proficiency with computers, including: Word processing, spreadsheets, database, and presentation software.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Reliable transportation needed.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in standard office environments.

Work Experience

Required

- Two years related work experience in grant management or program coordination, data collection, or report generation.

Preferred

- Proven successful management of grants.

Education

Required

- Bachelor's degree.

Preferred

- Master's degree.

Other

Preferred

- Knowledge of grant terminology, standards and documentation; federal, state, business and other agency grant processes; experience in a deadline-driven environment; able to work well in a team environment, handle multiple assignments and meet deadlines.

Safety
Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.