

## IWC Coordinator

East Arkansas Community College is currently hiring for an IWC Coordinator in the Adult Education Department. This is a grant-funded position.

**Job duties and responsibilities** include but are not limited to:

The IWC (IET/WAGE/CSP) Coordinator will report to the Director of Adult Education/Literacy and is responsible for the following:

### IET Coordinator Responsibilities:

- Oversee IET (Integrated Education and Training) classes, ensuring they are effectively conducted.
- Train and monitor instructors to develop curriculum that aligns with industry certifications and is contextualized to meet the needs of the participants.
- Ensure that the training provided prepares participants for specific job tasks and meets industry standards.

### Local WAGE™ Coordinator Responsibilities:

- Conduct literacy task analyses on different job positions to identify the literacy skills and cognitive strategies required to perform specific tasks. Use the findings to tailor literacy training programs that address the identified needs of job roles within the service area.

### Career Coach Functions:

- Provide individualized assistance to participants in their professional development journey.
- Assist participants in preparing for employment opportunities by offering guidance on resume writing, interview skills, and career planning. Identify and connect participants with relevant education, skills training, work-based training, and placement opportunities.
- Document all interactions and follow-up efforts with participants to track progress and ensure accountability.

The IWC Coordinator will be expected to complete other duties as assigned.

This position requires working some nights and weekends and scheduled at the convenience and best interest of EACC Adult Education program. This position is a grant-funded position through the Adult Education Section of the Division of Workforce Services.

### **Minimum Qualifications:**

Bachelor's degree required in a related field and must earn a Career Services Provider certificate within one year of hire in order to maintain the position; Ability to read and follow directions; Must pass an administrative skills exam.

### **Physical Demands and Work Environment:**

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel objects. The employee must occasionally walk, reach with hands and arms, and kneel or crouch. Specific vision abilities required by this job include close vision and distance vision. The employee will be required to work in a high traffic area, with frequent public contact. The noise level in the work environment is usually moderate. The employee must be willing to work in an office that utilizes overhead LED lighting.

**Base Salary:** \$35,360.00 - \$37,000.00, commensurate with education and experience.

**What We Offer:** A generous benefits package with 100% health and dental insurance paid for employee. Family coverage and vision insurance offered for an additional premium. Paid life insurance and long-term disability insurance, tuition waivers for employees and their families, a healthcare spending account, catastrophic leave bank, and paid maternity or parental leave. EACC offers a choice of 3 retirement plans: VALIC (employee contribution 6%; EACC contribution 14%); Arkansas Public Employees Retirement (employee contribution 5%; EACC contribution 15.32%); TIAA

CREF (employee contribution 6%; EACC contribution 14%). New hires who have at least 5 years in the Arkansas Teacher Retirement System may continue with this current plan (employee contribution 6.75%; EACC contribution 14.75%). Paid holiday leave 11-13 days annually; 8 hours sick leave per month; and a sliding scale of vacation (annual leave) ranging from 10 hours per month to 15 hours per month depending on years of service.

Please submit an EACC application, cover letter, resume' and transcript(s) to EACC Office of Human Resources, 1700 Newcastle Rd, Forrest City, AR 72335, via email to [humanresources@eacc.edu](mailto:humanresources@eacc.edu), or complete an online employment application located at [www.eacc.edu/employment](http://www.eacc.edu/employment). Review of applications will begin immediately and continue until the position is posted. EACC offers all full-time employee a generous benefit and leave package. EACC is an AA/EO employer.