

myeaccDirector of Workforce Training/Instructor

The Director of Workforce Training/Instructor is responsible for creating and maintaining partnerships with business and industry to provide training for their workforce, and for establishing partnerships and collaborating with local, regional, and state economic and workforce development agencies to develop a skilled workforce. This position is responsible for the supervision and advancement of customized education and training programs, and for working on statewide initiatives and grant-funded projects that enhance and develop the workforce of the region.

Duties and responsibilities include:

Work with business/industry personnel to develop college and industry partnerships that provide development, oversight, implementation, and promotion of workforce training.

Develop courses, workshops, certification programs, and other training efforts based on identification of needs.

Cultivate prospects to promote workforce education, training, and consulting services.

Develop business and professional relationships, represent the college on relevant committees and boards, and perform regular business and industry site visits to promote training opportunities.

Perform client needs assessments, write proposals, and create training plans and course and program budgets.

Work with technical and vocational programs to develop short-term workforce training courses and programs to meet the needs of regional business and industry.

Negotiate workforce training contracts and agreements.

Oversee operations of workforce training classes, programs, and events including course information, details, registrations, and day-to-day activities.

Supervise the development of course and program curriculum, coordinate course and program delivery, and develop learner outcomes for workforce training programs.

Recruit qualified faculty and facilitators that meet the expectations of training for business and industry clients.

Coordinate logistics for courses including instruction, materials, etc. with other departments and schedule facilities, meeting rooms, and equipment for training.

Plan and advocate for workforce training programs through promotional activities and presentations.

Seek and manage grants as assigned.

Other duties as assigned.

Minimum Education and Experience:

Bachelor's degree preferred or equivalent education and specialized training; 3-5 years related work experience in corporate training or instruction in a college or business setting. Strong interpersonal, organizational, and communication skills; ability to work independently with little direction. Strong presentation skills, and proficiency in the use of email and Microsoft programs. Ability to maintain records, generate reports, and analyze data. Experience in building partnerships with internal and external constituents in a diverse community.

Working hours may include evenings or weekends depending on deadline requirements and special events.

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:\$45,760.00 - \$48,620.00, commensurate with 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 5.75%; 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, or complete an online employment application located at 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 benefits and leave package. EACC is an AA/EO employer.