



POSTING

Date of Posting: July 2017

Title: Employer Liaison

This is a newly funded full time position with benefits. The initial Real Pathways grant period is through June 30, 2018, with the possibility of extension. The salary range is between \$40,000 and \$50,000, depending on qualifications and experience.

The RI Core Skills Partnership Employer Liaison will provide leadership and management of all aspects of RI Core Skills Partnership. This position will manage activities, administrative and programmatic, and be responsible for the coordination and completion of projects under the supervision of RI Core Skills Partnership Leadership Team members. This is an opportunity for a motivated individual to help enhance and expand an employer-responsive system providing Core Skills worksite classes.

Responsibilities:

The Employer Liaison is responsible for providing leadership and coordinating operations for the RI Core Skills Partnership project including:

- Analyzing reports and research on key information related to worksite Core Skills classes
- Serve as a point person for tracking and organizing documents and background materials related to the RI Core Skills Partnership project using web based tools such as Google Apps
- Coordinate and oversee communications of RI Core Skills Partnership advisory meetings
- Manage multiple community partners' work as related to the RI Core Skills Partnership project
- Assist in the production and distribution of promotional and development materials, establish and maintain social media presence for initiative
- Assist in the research, identification and writing of proposals to prospective funders for the project
- Establish contact with community stakeholders to promote and establish support/commitment to the project
- Work on special projects as assigned
- Reasonable accommodations can be made for individuals with a disability.

Minimum Requirements:

- Excellent communication skills, both orally and in writing.
- Knowledge of, and experience with, the adult education system
- Experience working with employers, preferably in creating or teaching at worksite classes
- Education: At least a Bachelor's degree; a Masters is preferred.
- Ability to work independently, capacity to multi task, strong interpersonal skills, and a high energy level.

- Skilled in the ability to facilitate meetings, interact with various groups, and deliver technical training to large and small groups.
- Adaptability and flexibility in project start up
- Basic website management and updating preferred
- Knowledge of basic computer program applications including Microsoft Word, Excel
- Experience in grant writing and fund development
- Data and budget management
- Familiarity with social media

Closing Date: Until position is filled

Submit letter of intent and resume to:

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c/o West Bay Collaborative
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401-941-8353 x113