

**Job Description: GSW Coordinator**

As per GSW’s agreement with Westcott Community Center, the position will be a Westcott Community Center employee, managed by GSW. Please send resume and cover letter to directorgsw@greatersyracuseworks.com

**Hours:** Full-Time 37.5 hours, Non-Exempt staff position.

**Reports To:** GSW Board President and Director of Strategic Initiatives

**Goals:** This position is responsible for coordination of all GSW Programming. The Coordinator must think systematically about workforce development needs in the community, and identify barriers to employment that can be resolved through connections and collaborations.

GSW is contracted to provide professional workforce development and community education services associated with the completion of the CNY Clean Energy Hub program. Consequently, the Coordinator will be responsible for service delivery activities related to the outreach and equitable engagement plan, developing partnerships with clean energy businesses and agencies providing wrap-around services to developing workforce training/educational events as well as career fairs.

**Responsibilities:** The GSW Coordinator will:

* Expand GSW’s network of workforce related service providers, develop contacts with employers, and assess workforce needs/barriers
* Coordinate Leadership, Direct Service, and Board meetings (determine content, identify speakers, develop guiding questions/discussion guides, prepare meeting minutes, send meeting reminders, follow-up on meeting action items, document outcomes of activities, prepare reports)
* Support the Director of Strategic Initiatives in preparing a Clean Energy Regional Assessment and Barriers Analysis that includes identifying stakeholders, barriers to workforce development, existing wrap-around services and new services needed, and preparing a resource guide
* Manage GSW members, including membership renewals, outreach to new members, service directory of GSW members, event calendar, and actively manage the GSW listservs (Leadership and Direct Service)
* Implement the GSW’s Outreach and Engagement activities that include outreach and engagement planning, writing Newsletters, social media posts, preparing information sheets, editing videos, powerpoint presentations, updating website, and managing the LinkedIn page)
* Organize 2 career fairs per year, organized WFD training/education events in partnership with other organizations
* Represent GSW interests at community tables, facilitate partnerships and solutions to WFD issues, identify employers/partners for apprenticeships/training
* Track outcomes and prepare reports and documents to inform decisions/meetings
* Other duties as assigned

**Benefits:** Benefit Programs are in the Westcott Community Center employee handbook

**Qualifications:**

All program staff who work on-site or in the community must provide proof of full COVID-19 vaccination with latest booster prior to beginning work for GSW.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Must have an Associate Degree, Bachelor’s degree preferred. Experience in Workforce Development is a plus

• Must have superb organizational, multi-tasking, and problem-solving skills

• Must have excellent written and verbal skills

• Must demonstrate a professional demeanor

• Must be self-directed and able to prioritize projects

• Must be punctual to work and off-site meetings

• Must have a pleasant demeanor and good listening skills

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Office, Excel, Word, Zoom. Knowledge of Google Workplace, Salesforce database, WIX website building and YouTube video editing preferred.

**Other Abilities**

* Ability to represent Greater Syracuse Works to the community at large
* Ability to think strategically, as well as critically
* Ability to plan, organize and prioritize large scale projects/events
* Ability to analyze data for reports and funding
* Ability to communicate effectively with others and strong interpersonal skills
* Ability to take and give directions
* Ability to meet the needs of partners, community with empathy
* Strong time management skills

**Certificates and Licenses:**

* Valid and clean NYS driver's license
* Able to pass criminal and DMV check upon hire
* Pre-employment and random drug tests

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee must occasionally lift and/or move 30 or more pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

As with all positions at Westcott Community Center and Greater Syracuse Works, your employment is “at will”. You will work initially on a three-month orientation period. During this time you will work closely with your supervisors. At the end of this time, your supervisors may conduct a performance evaluation.

DATE: \_\_\_\_\_\_\_\_\_\_

EMPLOYEE ACKNOWLEDGEMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR ACKNOWLEDGEMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_