



The Northeast Georgia Regional Commission (NEGRC) is seeking qualified applicants for the position of **Business Services and Outreach Representative** in the Workforce Development Division. The Business Services and Outreach Representative provides information to both employers and the community on services available through the Workforce Innovation and Opportunity Act.

The ideal candidate will have experience in the workforce development field specifically the Workforce Innovation and Opportunity Act (WIOA) as well as employer contacts.

The position requires strong listening, interviewing and communication skills. The position also requires the ability to establish relationships with a variety of partners in the 12 county service area.

Required:

- › Associate's Degree from an accredited college in public administration, business, or related field
- › Minimum of 2 years related work experience
- › Strong written and oral communication skills
- › Organizational, time management, and strategic-planning skills
- › Ability to find solutions to complex issues
- › Ability to work on multiple projects simultaneously and meet deadlines

Preferred:

- › Bachelor's Degree in related occupational area
- › Experience with Workforce Innovation and Opportunity Act (WIOA) preferably in the area of local services
- › 4 years of related work experience
- › Technology skills

This position reports to the NEGRC's Workforce Development Director. For a complete list of duties, visit the NEGRC's website at: www.negrc.org.

The annual salary range is \$52,706 to \$63,247 based on experience and qualifications. A competitive benefits package is provided. A complete resume and cover letter should be sent to: NEGRC, Attn: Amber Bailey, HR Manager, 305 Research Drive, Athens, GA 30605-2795 or email: abailey@negrc.org. Review of received resumes will begin on December 9, 2022 and continue until the position is filled. No telephone inquiries accepted. The NEGRC is an Affirmative Action/Equal Opportunity Employer.

Examples of Business Services and Outreach Representative Duties:

The following examples are duties and tasks assigned to the position of Business Services and Outreach Representative in the Workforce Development Division:

Communicates and advises employers of the services available to meet employment needs and connects to upcoming graduates.

Participates in job fairs, career fairs, and other related events in the service area.

- Communicates with colleagues regarding job postings, job fairs, food drives, and community events.
- Meets with program chairs at technical colleges and other training vendors to recruit new students.
- Creates presentations and flyers for a variety of training programs.
- Works with counselors at a variety of community organizations to provide information on funding options available through WIOA as well as other sources.
- Assists clients by introducing them to job opening listings on the internet.

Provides career guidance to potential clients, providing information on training options available both through WIOA funding as well as other sources.

Meets with potential and new training vendors; conducts site visits and prepares findings reports; recommends providers for approval and adds approved providers to Eligible Provider List.

Prepares letters of agreement for new vendors; prepares renewal letters as appropriate.

Serves on a variety of committees, groups, and councils; attends a variety of meetings and events.

Performs related duties.