

Job Description
REGIONAL CONVENER

FLSA: Non-Exempt

JOB SUMMARY

Under the direction of the Executive and/or Deputy Director this position provides coordination of key career and education pathway initiatives across the Texoma area. This position will develop and maintain partnerships with industry, education, and workforce development stakeholders, including convening a cross-sector leadership team made up of education, workforce, and industry stakeholders to develop and implement a regional vision and strategy. The position will play a central role in fostering collaborations to develop high-quality, work-based learning pathways, ensuring that students are prepared for high-demand careers that align with regional workforce needs. This position must also demonstrate an ability to work both independently and as part of a team.

ESSENTIAL FUNCTIONS

- Plan and assist in implementation of career and education pathways for the workforce development area.
- Develop and maintain partnerships with industry, education and training providers as well as workforce development stakeholders, including convening a cross-sector leadership team.
- Assist with coordination and development of work-based learning that will address K-12 gaps and expand work-based learning opportunities.
- Coordinate the development of a strategic plan and support action plans in collaboration with members of the cross-sector leadership team.
- Outreach and gather information from educators and employers on existing work-based learning activities.
- Develop and maintain a database of educator and employer contact information.
- Conduct labor market analysis to ensure pathways meet regional employer needs and are aligned to targeted industries in the Texoma region.
- Participate and engage in statewide training.
- Compose monthly progress reports.
- Performs related work as assigned.

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of:
 - labor market information analysis, employer needs, education and student needs, and high-quality work-based learning concepts,
 - state, regional, and local initiatives related to career pathways and related education and training programs, and

- computer software to include Windows-based software applications, Microsoft Office programs with an emphasis on Word and Excel, the Internet, and Canva or other tools to create presentation material and visual aids.
- Skill/Ability to:
 - analyze labor market information
 - effectively present oral and written information to diverse groups including all levels of staff, community organizations, employers, and educators,
 - convene partners across industry and education sectors,
 - work independently as well as cooperatively within a team environment,
 - display excellent verbal and written communication skills,
 - establish and maintain effective working relationships with community partners,
 - demonstrate responsible and efficient time and task management skills,
 - pass a criminal history/offender background check with the Texas Department of Public Safety or other state Department of Public Safety, or through national databases as needed for position, and
 - travel within and out of region.

REQUIRED EDUCATION DEGREES, EXPERIENCE, CERTIFICATES, AND/OR LICENSES

- Bachelor’s degree in business, education, workforce development, or a related field from an accredited four-year college or university, OR
- Associate’s degree in business, education, workforce development, or a related field from an accredited four-year college or university plus at least two years of progressively responsible experience in skills related to assignment AND
- Experience in workforce development, education-to-career pathways, program facilitation and stakeholder coordination AND
- Appropriate driver's license and reliable transportation or available alternative means of transportation.

PHYSICAL DEMANDS

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. Frequent travel both within and outside the Board area is required. The employee is frequently required to walk and use hands and fingers to handle or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

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.

Individuals perform duties in a standardized office environment. The noise level in the work environment is usually moderate.

QUALIFICATIONS

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

This job description is intended to identify the essential functions of a position and should not be interpreted as all-inclusive and may be revised as needed. The incumbent(s) may be required to perform or assume additional job-related responsibilities other than those stated in this description.