



Job Description: GSW Coordinator

As per GSW's agreement with Westcott Community Center, position will be considered a Westcott Community Center employee, managed by GSW.

Please send resume and cover letter to joanr@westcottcc.org

Hours: Full Time, Nonexempt staff position with flexible hours.

Reports To: GSW Board President

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

Responsibilities: The GSW Coordinator will:

- Expand GSW's network of workforce related service providers, develop contacts with employers
- Gather perspectives on workforce needs of the community and asset mapping of existing services.
- Design GSW meeting content, identify speakers, develop guiding questions for panels, panel discussion guides, and organize dry runs of the meetings so that content is polished when presented
- Organize Leadership, Direct Service, and Board meetings (write meeting minutes, send meeting reminders, follow-up with agreements started at the meeting)
- Facilitate panel discussions and meetings for GSW and other partners
- Develop and update a service directory of GSW members
- Actively manage the GSW listservs (Leadership and Direct Service)
- Prepare GSW Outreach (Newsletters, information sheets, LinkedIn page), represent GSW interests at community tables
- Edit videos and PowerPoint presentations, update website
- Prepare reports and documents to inform decisions/meetings
- Facilitate member networking
- Other duties as assigned

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

Qualifications:

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, WIX website building, 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 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: _____