



CORPORATION OF THE COUNTY OF MIDDLESEX POSITION DESCRIPTION

TITLE:	Youth Workforce Education Coordinator		
DEPARTMENT:	Economic Development		
REPORTS TO:	Director of Economic Development		
EFFECTIVE DATE:	January 2022	POSITIONS SUPERVISED:	None

POSITION SUMMARY:

Reporting to the Director of Economic Development, the Youth Workforce Education Coordinator serves the Workforce Development Partnership to advance the awareness of and the connection between Middlesex County based employers and educational institutions in advancing co-operative, field placement, research, and internship opportunities.

PRINCIPAL RESPONSIBILITIES:

- Coordinate marketing and public relations for the purpose of establishing the relationships necessary to carry out the program, and to ensure its effectiveness in expanding opportunities for student employment in Middlesex County
- Research, inform, and assist in the production of creative material including but, not limited to video, photo, print, social media and web-based assets to establish and maintain the Work in Middlesex - student employment portal
- Collaborate with job coordinators, employment specialists and job coaches for the purpose of identifying appropriate workforce opportunities for students
- Conduct job and task analyses for the purpose of determining specific skills required to perform work as well as student duties and responsibilities.
- Coordinate activities (e.g. presentations, information events and related material) for the purpose of maximizing awareness of local employment opportunities for students
- Create and present monthly performance reports that summarize daily logs for the purpose of tracking program activity and results.
- Facilitate relationships between employers, teachers, guidance and career counsellors for the purpose of ensuring that positive and supportive communication occurs.
- Help to foster the student/client relationship (i.e. ensuring that expectations and duties are communicated well; problem solving any communication issues between employer/school/student) for the purpose of improving student success and maintaining a positive relationship with the employer.
- Arrange, coordinate, record the minutes, and ensure follow up on meetings for the purpose of advancing the project.

- Survey the community for employment opportunities (e.g. contact employers via phone/letters) for the purpose of expanding the employment options available to students
- Promote the Work in Middlesex brand and suite of services available to workforce stakeholders
- Visit work sites consistently for the purpose of securing and maintaining relationships with employers and to explore possibilities for expanding opportunities.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the program.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written and verbal communication including presentation skills.
- Ability to manage multiple priorities, projects and deadlines.
- Proficiency with MS Office
- Ability to self-motivate and carry out required functions with limited supervision.
- Excellent interpersonal skills to build and maintain cooperative working relationships with stakeholder municipalities and agencies.
- Ability to deal courteously, tactfully and diplomatically.
- Ability to work within, and contribute to, a proactive team environment.
- Demonstrated commitment to provide exceptional customer service to members of the general public, community and special interest groups, and internal and external customers.
- Strong organizational, time management and project management skills.

MINIMUM QUALIFICATIONS:

- 2-year college diploma in business administration, communications, marketing, social services, or a related field.
- Minimum 1 year of experience in economic and/or business development.
- Valid Driver's license and use of a vehicle.