



<b>Job Posting</b>	<p align="right"><b>Internal Date Posted: February 2, 2012</b>  <b>External Posting Date: February 2, 2012</b>  <b>Closing Date: March 2, 2012</b></p>
<b>Position Title:</b>	<b>Business Services Coordinator</b>
<b>Starting Salary:</b>	\$46,092 to \$57,595 annually (Level 213)
<b>Minimum Education:</b>	Bachelor's Degree (BA or BS) - preferably in business management, economics, education or social sciences from a four-year college or university.
<b>Minimum Experience:</b>	At least three years of experience in business sales, marketing, employment and training, human resources or related field. At least one year of management or supervisory experience. Experience in either labor market analysis, economic development or job development is a plus.
<b>Minimum Knowledge, Skills &amp; Abilities:</b>	<p><b>KNOWLEDGE OF:</b></p> <ul style="list-style-type: none"> <li>• Available business development services, resources, incentive programs, and cost-saving methods;</li> <li>• Marketing, job development, placement, follow-up, and retention techniques;</li> <li>• Federal and State job placement requirements and labor laws, and work permit requirements;</li> <li>• Labor market and occupational resources related to analyzing required qualifications and identifying training needs;</li> <li>• Principles and techniques of effective communication, public relations, and sales or marketing;</li> <li>• Industry Sector workforce development processes and procedures related to hiring and training;</li> <li>• Knowledge of the barriers and potential solutions to employment for long term unemployed, low skill workers, dislocated workers and youth;</li> <li>• Varying needs of diverse populations related to academic, socioeconomic, cultural, disability, and ethnic backgrounds;</li> <li>• Recordkeeping and report preparation techniques;</li> <li>• Effective oral and written communication methods;</li> <li>• Interpersonal skills using tact, patience, and courtesy;</li> <li>• Operation of a computer and other office equipment;</li> <li>• Basic public speaking techniques;</li> <li>• Education systems and training providers;</li> <li>• Non-traditional trainings; and</li> <li>• Resources for training programs (i.e. FAFSA, WIA, dislocated worker).</li> </ul> <p><b>ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Ability to lead a team;</li> <li>• Build collaboration within an organization and with partners of an organization;</li> <li>• Develop jobs and employment opportunities through the local labor market and establish relationships with businesses in order to assess and respond to their business needs;</li> <li>• Serve as a liaison between businesses and job seekers;</li> <li>• Provide a variety of job placement, assessment, referral, and counseling services to job seekers;</li> <li>• Prepare and deliver oral and written presentations;</li> </ul>

*Interviews may be conducted during the posting period.*

	<ul style="list-style-type: none"> <li>• Establish an understanding of available career and vocational opportunities;</li> <li>• Establish and maintain cooperative and effective working relationships with others;</li> <li>• Compile and verify data, prepare and maintain records and reports;</li> <li>• Maintain current knowledge of program rules, regulations, requirements, and restrictions;</li> <li>• Communicate effectively both orally and in writing; and</li> <li>• Must have the ability to establish and maintain effective working relationships with coworkers and clientele from diverse educational and socioeconomic backgrounds.</li> </ul>
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Direct and supervise Business Services team;</li> <li>• Convene and facilitate interagency and partner teams to ensure coordination of business services within the MAWIB and its partners;</li> <li>• Plan, facilitate, coordinate and implement specific outreach efforts, marketing, and promotion to businesses, employer organizations, and other partners;</li> <li>• Conduct business outreach to provide businesses with information and assistance regarding MAWIB and other workforce development incentives such as tax credits;</li> <li>• Attend related meetings of business associations, economic development associations, and other related business services/employer groups to develop relationships for employer engagement;</li> <li>• Establish relationships with local and regional businesses in order to assess and respond to their business and employment needs;</li> <li>• Respond to inquiries and provide information concerning related activities, policies, procedures, practices, data, and objectives. Resolve issues as needed;</li> <li>• Develop ongoing business call program to visit potential and participating businesses to identify their workforce needs and engage them in MAWIB's programs;</li> <li>• Serve as MAWIB's liaison for local, regional and state business services collaboration committees, activities and projects;</li> <li>• Assist with establishing employer services including recruitment efforts, job fairs, employer roundtables, screening of applicants, and assessment - sometimes provided on a fee for service basis;</li> <li>• Provide technical assistance and resources to participating and potential businesses to facilitate use of workforce development services such as On the Job Training contracts and customized training, and incentives such as tax credits;</li> <li>• Prepare presentations related to business services, labor market information and economic development information to promote employer engagement;</li> <li>• Prepare, update, and distribute a variety of marketing, promotional, and informational materials such as brochures, pamphlets, and flyers;</li> <li>• Experience with PC desktop programs including Windows, Outlook E-mail, Internet, and Microsoft Office applications; and</li> <li>• Other duties as assigned.</li> </ul>
<b>To Apply:</b>	<p><b>Send cover letter and resume, stating the position you are applying for, to:</b>  Human Resources  Milwaukee Area Workforce Investment Board (MAWIB)  2342 N. 27th Street - Milwaukee, WI 53210  Fax: (414) 225-2375; E-Mail: <a href="mailto:hr.manager@milwaukeewib.org">hr.manager@milwaukeewib.org</a></p>

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