



POSITION DESCRIPTION & CANDIDATE SPECIFICATION

Position Title: **Education and Workforce Development Coordinator**

Statement of Duties

The Rhode Island Commerce Corporation seeks a candidate to assume the role of Education and Workforce Development Coordinator to work with the Commerce Corporation and Executive Office of Commerce staff on education and workforce development policy and initiatives including the Pathways in Technology Early College High School (P-TECH) initiative.

Responsibilities

- Conduct research on policies, programs, and approaches relating to economic and workforce development.
- Manage projects relating to the P-TECH initiative that forms partnerships between Rhode Island communities, employers, and higher education institutions.
- Prepare reports, presentations, and issue briefs for audiences internal and external to the Commerce Corporation and the Executive Office of Commerce.
- Duties as assigned.

Key Competencies

- **Intelligence:** The ability to acquire understanding and absorb information rapidly. A quick study.
- **Resourcefulness:** Passionately finds ways over, around, or through barriers to success. Achieves results despite lack of resources. Goes beyond the call of duty. Shows bias for action. A results-oriented "doer."
- **Written Communications:** Writes clear, precise, well-organized documents using appropriate vocabulary, grammar, and word usage.
- **Goal Setting:** Sets fair stretch goals for self and others. Encourages individual initiative.
- **Strategic thinking:** Develops and delivers strategic objectives and plans. The ability to look at the whole picture and understand the impact of each critical piece.

Professional Qualifications

- At least one year of substantive professional experience and education related to public policy, with a strong emphasis on writing, analysis, and communications.
- Bachelor's degree (preferably in Public Policy, or related field.) Master's degree preferred.
- Excellent oral and written communication skills, ability to communicate the methods and results of complex and data-driven analyses succinctly and understandably to both internal and external stakeholders
- Ability to work independently and manage multiple projects
- Strong interpersonal skills to work effectively in a team environment

Job Type: Part Time; 20-25 hours per week/Salaried

Please take notice that this position is funded by appropriations and continued employment may depend on future appropriations.

Please be advised that employment with the Rhode Island Commerce Corporation is at will, meaning that either party may terminate the employment relationship at any time with or without cause or notice.

Posting will remain open until **Wednesday, February 14, 2018**. Submit a cover letter with salary requirements and a professional resume, preferably via e-mail to:

**Rhode Island Commerce Corporation
Attention: Human Resources
315 Iron Horse Way - Suite 101
Providence, Rhode Island 02908**

job.opportunities@commerceri.com

The RI Commerce Corporation is an Equal Opportunity Employer