



## **WORKFORCE DEVELOPMENT MANAGER** **Job Description**

### **Program:**

The Energy Program cost-effectively creates safe, energy-efficiency in homes. It reduces greenhouse gas emissions and lowers utility bills for qualified Coloradans.

### **Summary:**

Is primarily responsible for finding and retaining employees for all positions in the Energy Program.

### **Reporting Relationship:**

Reports to Energy Program Director.

### **Reporting Location:**

Main Office is in Silverthorne. There are satellite offices in Gypsum and New Castle. This position would preferably work out of the Silverthorne office, but a hybrid model would be possible.

### **Responsibilities**

- Design and implement an up-to-date comprehensive workforce development program including curriculum and media to then recruit and retain a qualified and sufficient staff to meet Energy Program needs.
- Conduct marketing, outreach, and informational events on a continuous basis to community partners, educational partners and training and service providers on a continuous basis to attract qualified job seekers.
- Build relationships with diverse community-based organizations removing barriers to effectively recruit job seekers from disproportionately impacted populations.
- Provide successful onboarding for new Energy Program staff.
- Identify gaps in workforce.
- Work closely with the Colorado Energy Office (CEO) and other Weatherization Assistance Program (WAP) service providers to collaborate on best workforce practices.
- Develop and implement training programs for energy efficiency staff and contractors, including both in-person and online training options.
- Ensure on-the-job and certification training adequately prepares employees for success.
- Other duties as assigned.

**Criteria For Evaluation:**

Evaluated on thoroughness, initiative, motivation, attitude, mature judgement, flexibility, ability to perform effectively under pressure, meet deadlines, coordination with supervisor, growth in capabilities, skills, and technical abilities.

**Preferred Experience:**

Seeking a well-rounded professional with the following minimum and preferred education and experience:

- Minimum of 4 years professional or educational experience in workforce development, human resources, business administration, education, training and certification, or related fields.
- Strong written, oral, and presentation communication skills.
- Experience presenting or teaching.
- Ability to take initiative and work independently as well as in a team environment. Strong time management and organization skills.
- Strong relationship building and management skills.
- Excellent computer skills including Microsoft Office and Google suite.
- Experience in Energy Efficiency industry and job market.
- Experience working with government agencies.
- Experience with developing registered apprenticeship programs.
- Experience with leading stakeholder engagement efforts.

**Requirements:**

Computer skills are required. Requires High School diploma or GED.

Must have a valid Colorado driver's license and driving record suitable for insurability by NWCCOG's insurance provider.

**Pay Scale:** \$26.25-\$40.80/hour. BOE.

**It is the policy of NWCCOG to provide equal opportunities without regard to race, color, religion, national origin, gender, gender identity, sexual preference, age, or disability.**