

Three Rivers Regional Commission Workforce Development

Position: Business Services Manager

Location: Griffin, GA

Salary: \$50K-\$60K

Business services are intended to promote, market, connect, and provide access to initiatives such as: Incumbent Worker Training Programs, On-The-Job Training Programs, Customized Training Programs, career pathways initiatives, apprenticeships, etc. These programs are designed to meet the needs of employers in relation to the economic needs of their respective region.

Primary Responsibilities: The Business Services Manager is responsible for identifying, developing and maintaining business services for the Three Rivers Region. This person will serve as the primary point of contact for employers, Development Authorities, Economic Development professionals, and other entities requesting specific information and/or services related to business services and WIOA Sector Partnerships. Therefore, this person must be comfortable networking and presenting in small or large group settings. This individual provides assistance with worksite development for youth work experience, internship, training programs, and apprenticeships. The Business Services Manager develops employer relationships to support career and youth service performance. The BSM attends and participates in business and employer-oriented meetings in the region. This individual solicits employer participation in Workforce Development's On-The-Job (OJT) program, Incumbent Worker Training (IWT) special population training projects, Sector Partnerships and any other employer-led training programs. This person will negotiate and assist in writing contracts for business services.

Summary of Duties:

- Builds and maintains employer relationships for the purpose of identifying their employment and training needs.
- Meets regularly with industry associations, chambers of commerce, businesses, and state or local agencies to identify training needs.
- Promotes business services by visiting businesses, attending events, participating in chambers of commerce functions, and through presentations at business gatherings.
- Provides job development support by working closely with workforce's management team to meet programmatic goals.
- Supervises staff (when applicable) and performs administrative functions for contract development, which includes writing, modifying and reviewing contracts.
- Assists with outreach and completion of worksite agreements for work experience, as needed.
- Conducts employer pre-award reviews and establishes contract requirements. Provides oversight to ensure that employers comply with federal and state contract requirements.

- Researches and examines labor market information, employment trends, and in-demand occupations to assist in the development of Local Area Plan and approval of new training providers or programs.
- Reviews local area's Sector Partnership efforts and reports performance to leadership. When Sector Partnership funds are available, the Business Services Manager will oversee Sector Partnership efforts associated with funding.
- Reviews and oversees budget for Business Services contracts
- Evaluates contracts, which includes reviewing costs and conducting performance evaluations to determine the possibility and effectiveness of contracts.
- Prepares reports, records, and documents such as invoices, growths, performance reports, job order forms, etc.
- Assists in the preparation and distribution of marketing materials for business services and its activities.

Qualifications and Requirements: Bachelor's degree in business, economics, marketing, organizational development, mass communications, or a closely related field. Must have 1-2 years of experience in a position responsible for interacting with businesses; providing customer support and service; providing employment and training services; serving as a business account representative; making presentations to business groups and also must have 2-5 years of supervisory experience.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

MUST BE WILLING TO TRAVEL 75% OF THE TIME IN PERSONAL VEHICLE.
Three Rivers Regional Commission reimburses for mileage.

Other Requirements: Must have valid driver's license and operate a vehicle with appropriate liability insurance with no business exclusion and ability to drive throughout a multi-county service area. Must have a good work history including references and must conform to standards of conduct, present a professional appearance and business demeanor. Must be able to work a flexible schedule including evenings and/or overtime if needed; some overnight travel is required. Must be able to pass required background check and drug test upon offer.

Preferred Qualifications: Experience working with Workforce Innovation and Opportunity Act (WIOA) programs, federally funded job training programs and/or initiatives, and with job analysis or profiling.

Three Rivers Regional Commissions offers a compensation and benefits package.
This position will remain open until it is filled.

Internal Staff: If you are interested in applying, please inform your manager prior to applying.

Please apply on www.indeed.com or send your resumes to workforcedevelopmenttrrc@gmail.com