



DATE: October 8, 2021

TITLE OF POSITION: Workforce Development Specialist

SALARY: Consistent with Maine Community College System and the Maine Education Association Administrator's Unit Salary Schedule Level 3J. This position is budgeted at \$51,655.17.

RESPONSIBILITIES: Reporting to the Dean of Workforce & Professional Development, the Workforce Development Specialist has the responsibility for developing, implementing and executing customized and grant-funded training programs. The person in this position serves as a community liaison by connecting businesses to the college workforce training solutions and by representing the college at various events in Androscoggin, Franklin, Oxford and Lincoln Counties. Opportunities for occasional remote work are available. Proof of Covid-19 vaccination will be required prior to the first day of employment.

MINIMUM QUALIFICATIONS:

- Baccalaureate Degree in business or related field or Baccalaureate Degree in any field with three years of relevant experience in business, economic development, or industry training.
- Evidence of membership in professional associations or active community engagement.
- Customer service experience.
- Experience working in a team environment that requires a high level of communication with various stakeholders.

PREFERRED QUALIFICATIONS:

- Master's Degree in a related field

APPLICANT PROCESS: Consideration of applications will begin October 25, 2021, and continue until the position is filled. Please send a letter of application addressing the above, college transcripts (student copies are acceptable), a current resume including names, addresses and telephone numbers of three references, and a completed CMCC employment application (available at www.cmcc.edu) to:

Suzanna Gallant, Director of Human Resources
Central Maine Community College
1250 Turner Street
Auburn, ME 04210
sgallant@cmcc.edu

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