



**DATE:** August 4, 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.

**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 August 19, 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](http://www.cmcc.edu)) to:

Suzanna Gallant, Director of Human Resources  
Central Maine Community College  
1250 Turner Street  
Auburn, ME 04210  
[sgallant@cmcc.edu](mailto:sgallant@cmcc.edu)

To enrich education through diversity, Central Maine Community College is an Equal Opportunity Affirmative Action Employer. For more information, please call (207) 755-5396.