



Job Description

Hamilton County Tourism, Inc. – Hamilton County Economic Development Corporation Workforce Program Coordinator

Department: Economic Development
Reports to: Director of Programs
Job Classification: Non-Exempt, Full-Time, Coordinator

About Hamilton County Economic Development Corporation

The Hamilton County Economic Development Corporation (HCEDC), which operates under the Invest Hamilton County brand, is a 501c(4) non-profit organization focused on talent development, retention, attraction and connection within Hamilton County, Indiana. In addition, HCEDC's goal is to provide every member of the community with a path towards living the best life they can, through a primary focus on employment with a supporting focus on social determinants of health.

LinkedIN: <https://www.linkedin.com/company/investhamiltoncounty/>

Position Statement

The Workforce Program Coordinator provides operational and coordination support for HCEDC projects which include, but are not limited to community coalitions, employment trainings/programs, career awareness initiatives and community partnerships. This position reports to the Director of Programs but will work with the entire Economic Development team along with leaders from Hamilton County Tourism. Preferred candidates have experience in workforce development, education, social services, community engagement/organizing, marketing or a related field. HCEDC operates out of the Hamilton County Tourism (HCT) offices located in Carmel, Indiana and offers a hybrid work environment.

Responsibilities

Program Coordination (60%)

- Coordinate data entry and tracking for training programs in coordination with project vendors.
- In coordination with President/CEO and Director of Programs, manage industry partnerships and candidate tracking from training programs with community partners and talent sources.
- Manage Career Coach web tool and track efficiencies, outcomes, training providers and talent pipelines.
- Represent HCEDC at county-wide coalition and community meetings as needed.
- Assist Director of Programs in coordinating job placement processes for individuals participating in HCEDC programs.
- Ensure training maintains quality and relevancy necessary for employer partners.
- Coordinate logistics and processes to onboard new employers into programs.
- Maintain tracking systems that evaluate efficacy of programming and are in compliance with funding requirements.
- As needed, assist in coordination and/or promotion of career awareness activities for key programs. Examples include career fairs, field trips, class visits and guest speakers.
- Coordinate tracking and support for employers participating in Invest Hamilton County programs.

Event Management/Operational Support (30%)

- Coordinate meeting logistics and schedules for multiple committees in Hamilton County's 21st Century Talent Region, Broadband Task Force, HR Advisory Council and Disability Employment Advisory Group.
- Coordinate scheduling for multi-party meeting invitations regarding community programs.
- Manage logistics, scheduling and feedback for events.
- Record written minutes for committee meetings.

Communications/Public Relations (5%)

- Generate and/or curate newsletter and social media content.
- Assist in website strategy and content generation for investhamiltoncounty.com.

Other (5%)

- Participate in HCT and HCEDC-sponsored functions and activities as needed.
- Participate in staff meetings and project meetings as required by position or requested by supervisor.
- Demonstrate a commitment to developing and embracing Hamilton County Tourism's core values—strive for excellence, foster flexibility, cultivate collaboration, lead with intelligence and shape community.
- Other duties as assigned.

Education & Experience

- Bachelor's degree or Associates degree and equivalent work experience in communications, business, public relations, education or related field

Requirements

- Strong attention to detail
- Solid problem solving and organizational skills
- Capacity to manage multiple projects and tasks
- Excellent writing skills
- Solid interpersonal and verbal communication skills
- Ability to work independently and as part of a team
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Some local daytime travel is involved with this position; Valid driver's license and ability to drive own car as well as the company vehicle
- Ability to lift at least 25 pounds for booth/table set up or event support
- Although this position is primarily 8 a.m.-5 p.m., Monday-Friday, some weekend or evening work may be required
- Ability to work remotely (meeting space available in the HCT office as needed)

Preferred, but not required

- Website content generation
- Event management
- Newsletter management
- Networking experience

To apply, send a cover letter, resume, and answers to the questions below by Feb.5, to careers@hamiltoncountytourism.com. Please include "Workforce Program Coordinator" in the subject line.

- What experience or qualities make you uniquely qualified for this position?
- What types of writing projects have you done? Provide examples and share feedback received.
- Describe the biggest project you have managed from beginning to end. How did you coordinate activities and monitor progress?