

## **Request for Qualifications Manufacturing Industry Coordinator**

The Workforce Innovation and Opportunity Act (WIOA) emphasizes engaging employers across the workforce system to align training with needed skills and match employers with qualified workers. The Inland Empire Regional Collaborative's (IERC) Job-Driven SlingShot Initiative is a regional effort to address income mobility by convening and engaging industry sector leaders and education and training providers to align business needs with workforce training in demand industry sectors. The IERC envisions a system that effectively engages the business community and directs training resources based on employer feedback and regional demand that significantly improves economic outcomes and income mobility for the Inland Empire.

### **POSITION SUMMARY**

The SlingShot Industry Coordinators will serve as regional technical experts for talent development in the assigned industry sector with the primary goal of establishing a pipeline of educated and/or skilled workers that will meet the immediate and future needs of the Advanced Manufacturing industry and support growth in the industry throughout the Inland Empire region.

The San Bernardino County and Riverside County Workforce Development Boards (WDBs) are seeking an Industry Sector Coordinator in the field of Advanced Manufacturing that has the ability to provide the following services:

### **SCOPE OF WORK**

1. Serve as the primary liaison for employers, industry councils, regional Workforce Development Boards (WDBs), staff, education/training providers, economic development agencies and the Inland Empire Regional Collaborative (IERC) Steering Committee for the assigned industry sector.
2. Provide technical support to the IERC SlingShot project.
3. Conduct industry and occupation analysis.
4. Visit businesses throughout the Inland Empire region with the purpose of SlingShot and WDB engagement.
5. Present data, information, study findings, strategies and recommendations to IERC Steering Committee, Riverside County Workforce Development Board, San Bernardino Workforce Development Board, senior management and staff, employers, industry councils/groups and education providers to inform the development of Workforce and/or Economic Development programs, policies, processes and budgets.
6. Perform project management work by managing, coordinating and directing development of industry-specific talent development projects.
7. Engage businesses within the industry sector to identify talent gaps and challenges.
8. Lead industry stakeholder teams to address identified gaps and industry challenges.
9. Engage the regional WDBs to develop strategies for using available resources to meet industry sector occupational needs.

10. Work in collaboration with industry-specific training, education and employment placement programs, businesses, industry associations and other industry specific stakeholders to design and implement strategies and programs that meet industry specified occupational needs.
11. Convene industry stakeholders to develop and implement strategies that promote talent development opportunities within the specified industry including strategies to train incumbent workers.
12. Prepare and communicate status reports for key stakeholders including business, education/training, the WDB's and economic development agencies.
13. Research and evaluate funding opportunities for new and existing workforce development initiatives.
14. Develop applications and proposals for new funding in collaboration with other stakeholders, workforce regions, industry representatives and education partners.
15. Facilitate partnerships that foster and promote positive working relationships with local businesses, education providers, community-based organizations and workforce development centers.
16. Participate in regional industry sector workgroups and task forces.
17. Foster long term relationships with key employers, industry groups and education providers.

## **REQUIRED QUALIFICATIONS**

- **Industry Experience** - Substantial experience (five years or more) and expertise within the Advanced Manufacturing/Manufacturing industry
- **Technical Experience** – (Additional language to be added here)
- **Interpersonal Skills** – Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, and other internal/external customers/stakeholders to accomplish the organization's mission. Adapts approaches to different people and situations.
- **Administration and Management** – Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.
- **Oral Communication** – Clearly communicates and explains agency/departmental policies and communicates information about the assigned functional area's activities to peers, higher level managers, administrative staff of other organizations, internal and external customers, and other stakeholders.
- **Written Communication** – Independently composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.
- **Self-Direction** – Understands scope of work and sets goals to achieve specified outcomes within designated timeframes. Takes the initiative in guiding discussions and implementing ideas, systems, or policies that affect industry sector partnerships. Manages time efficiently, encourages feedback, and invests in self-development.
- **Planning and Evaluating** – Establishes objectives and strategies for accomplishing industry sector outcomes. Identifies required resources, and develops plans for carrying out the work in a timely manner. Monitors and evaluates progress to ensure that policies are being implemented and adjusted as necessary to accomplish the organization's mission.

- **Knowledge, Skills and Abilities -**
  - Knowledge of survey techniques and other methods of program evaluation including statistical analysis and presentation.
  - Knowledge of varied sources of occupational, industrial, and labor market information and methods of collecting such information.
  - Knowledge of occupational and industrial classification systems.
  - Ability to diagnose organizational needs, integrate data into new formulations and to draw inferences from them, and arrive at possible solutions.
  - Ability to cultivate business relationships and inspire confidence and gain cooperation of customers and others.

## **DESIRED QUALIFICATIONS**

- **Information Management** – Identifies a need for and knows where or how to gather, maintain and analyze industry and labor market information.
- **Organizational Awareness** – Knows the organization’s mission and function and how its social, political, and technological systems work and operates effectively with them including the program, policies, procedures, rules and regulation of the organization.
- **Influencing/Negotiating** – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.
- **Leadership** – Initiates and sustains action to accomplish the goals related to industry sector partnerships by guiding and motivating others and gaining the confidence and active support of subordinates, peers, and internal and external customers/stakeholders. Achieves voluntary commitment to shared values and goals, and adapts leadership style to different situations.
- **Team Building** – Encourages and facilitates cooperation and open communication, promotes team work at all levels within a functional area, cooperates with staff, higher-level managers, peers, and internal and external customers/stakeholders to accomplish industry sector goals.
- **Conflict Management** – Constructively manages confrontations, disagreements, complaints, and grievances among stakeholders and peers. Works with staff, higher-level managers, peers and other internal and external customers/stakeholders to identify areas of agreement and joint action.
- **Education** – Baccalaureate Degree in Business Administration, Economics, Marketing, Finance, Urban Planning, Real Estate or related industry related field.