



Martin Community College

Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

personnel@martincc.edu

www.martincc.edu/employmentopportunities

An Equal Opportunity Employer

Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Position Vacancy Announcement: Coordinator, Workforce Development (Human Resources Dev.)

Position:	Coordinator, Human Resource Development
Job Summary:	Human Resource Development (HRD) Coordinator is responsible for the overall planning, development, implementation, supervision and evaluation of the HRD Program. Recruits unemployed and underemployed individuals seeking retraining and/or upgrading of skills to remain competitive in the workplace; provides instruction, guidance and support to participants as it relates to career awareness, remediation, education training, employment placements and resource development; promotes program and graduates throughout the community.
Qualifications:	<p>Required:</p> <ul style="list-style-type: none"> • Bachelor's degree in Adult Education, Business Administration or closely related field • At least 5 years increasingly responsible experience working with unemployed and underemployed in the field of HRD <p>Preferred:</p> <ul style="list-style-type: none"> • Master's degree
Essential Job Functions:	<ul style="list-style-type: none"> • Coordinate, oversee and review the Human Resources Development (HRD) program for the college's employment training, career exploration, Working Smart, DSS Human Services Exploration Caseworker classes • Develop and administer the HRD program budget; forecast funds needed for staffing, equipment, classes, materials and supplies; monitor expenditures; recommend adjustments as necessary • Develop and implement the goals, objectives, policies, and priorities for the HRD program; identify resource needs; recommend and implement policies and procedures • Coordinate, oversee and participate in the teaching and learning process of all HRD instructors • Coordinate the National Career Readiness Certification (CRC) Program • Liaison to the Martin and Bertie County NC Works Career Centers • Liaison between staff and the appropriate state office representatives in the North Carolina Community College System office, Martin and Bertie County agencies and/or employers with whom HRD works • Plan and participate in the recruitment of program participants; prepare and present motivational and career-oriented material about the college before local groups including fliers, brochures and media coverage; register participants for HRD classes; provide orientation for participants • Design and update curriculum to reflect changes in employment market • Seek out grants that will assist in carrying out the mission of HRD • Develop objectives and course outlines for new classes; provide advice on lesson plans and classroom activities • Prepare testing materials including ordering, shipping, billing, and accountability and printing of certificates for the National Career Readiness Certificate classes at the Bertie Correctional Institution • Administer the National Career Readiness Certificate testing as needed • Develop and chair the MCC HRD Advisory Committee.
Anticipated Hiring Range:	\$42,660.00 - \$53,325.00; based on experience
Additional Information:	None
Benefits:	State Health Plan Dental Insurance Vision Insurance Additional Supplemental Insurances NC Retirement Plan

	Leave (Vacation, Sick, FMLA, Civil and Military, Community Service, Education, and Voluntary Shared) Paid Holidays
FLSA Status:	Exempt
Application Deadline:	Start Date: 07/01/19 Applications accepted until filled; review begins March 25 th

SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<http://www.martincc.edu/employmentopportunities>)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: personnel@martincc.edu with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892