

## **JOB ANNOUNCEMENT**

The Oklahoma Department of Commerce is seeking a full-time Workforce Project Manager. The position is a full-time unclassified position in state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [click here](#). The annual salary for this position is up to \$60,000, based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources to Human Resources. [Apply online](#) or send documents via email to [recruiter@OKcommerce.gov](mailto:recruiter@OKcommerce.gov).

Review of application will begin immediately. **The deadline to apply is Tuesday, June 23, 2020.**

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<b>POSITION:</b>	Workforce Project Manager
<b>DIVISION:</b>	Workforce Development
<b>SUPERVISOR:</b>	Sarah Ashmore
<b>JOB LOCATION:</b>	Oklahoma City
<b>SALARY:</b>	\$50,000 - \$60,000
<b>JOB NUMBER:</b>	J-708

### **JOB DESCRIPTION & FUNCTIONS:**

The Workforce Project Manager is responsible for supporting workforce development initiatives for the State of Oklahoma. Key responsibilities include assisting in the implementation of large-scale initiatives that align workforce and education efforts across partners, promoting workforce development activities through targeted communications, and supporting the work of the Governor's Council for Workforce and Economic Development. These duties involve working with a variety of state agency leadership, prominent business leaders, and local stakeholders to coordinate workforce development initiatives and projects. The individual will assist with the development of project timelines and evaluation methods, carry out key workforce strategies, and help monitor and report outcomes for these activities.

This position requires extensive verbal and written communication skills, a mastery of multi-tasking and prioritizing, the ability to plan and facilitate various meetings, a willingness to travel, an interest in relationship building, and a passion for helping create better opportunities for job seekers and improved economic success for Oklahoma.

- Implement strategic work plans to ensure objectives and deadlines are met.
- Connect local and regional priorities with state priorities and implement strategies for connecting diverse initiatives.
- Build strong, dynamic relationships with local, regional, and state public and private partners.
- Facilitate and plan meetings and events for small, mid-sized, and large groups throughout the state.
- Create presentations, reports, newsletters, social media posts, and other materials for public distribution.
- Prioritize and balance multiple projects, deadlines, and interests simultaneously.
- Performs other duties as assigned.



**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of federal regulations relating to the administration of various Department of Labor programs.
- Skills in project management, coordination, and presenting ideas effectively verbally and in writing through a variety of means.
- Ability to gather, interpret, analyze, and evaluate data; and identify ramifications of decisions, anticipate problems, and take proactive action.
- Ability to meet urgent deadlines with short-turnaround times in a highly political environment.
- Ability to establish and maintain effective working relationships with people of diverse backgrounds, both internal and external, to the organization.
- Ability to operate with a high degree of ethical and professional obligation; and cultivate partnerships at the local, regional, and state levels.
- Ability to work well in a team environment and collaborate.

**EDUCATION AND EXPERIENCE:**

- A bachelor's degree in a related field or equivalent demonstration of experience is required.
  - Examples of related fields would include (but not limited to) public administration, business administration, communication, public policy, etc.
- Applicants must have at least 3 or more years of experience coordinating programs, statewide initiatives, gaining stakeholder input and interest, or managing large projects.
- Experience in workforce development preferred.
- Experience facilitating public-private partnerships.
- Experience managing external communications preferred (e.g., social media, newsletters, and strategic communications plans).

**AA/EOE**