



VACANCY ANNOUNCEMENT

Industry Navigator - Biosciences/Health and/or Advanced Manufactory IT

Anne Arundel Workforce Development Corporation (AAWDC) is a nationally recognized, innovative workforce development organization that provides high quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success.

We are seeking an **Industry Navigator - Biosciences/Health and/or Advanced Manufactory IT**. This is a professional position, which is closely aligned with the AAWDC mission and vision of delivering innovative workforce solutions to Anne Arundel County businesses and job seekers through use of industry sector strategies. This position will report to the Director, Maryland Tech Connection.

Maryland is a hotbed for Information Technology, Cybersecurity, and Bioscience industries, hosting world-class government and private activities. Maryland Tech Connection (MTC) operates a \$10 million grant from the Department of Labor to increase the pipeline of skilled professionals in these H1-B industries. MTC does this by assisting unemployed or underemployed individuals revitalize their job search and get cutting-edge skills to open a path to a successful career in those IT, Cybersecurity, or Bioscience positions. Through MTC, individuals receive career coaching on the latest job search strategies and free training (educational and/or hands-on directly with businesses) as well as certification(s) related to IT or bioscience careers. Designed as a win-win collaboration, MTC partners with employers across the state to help connect successful individuals to open positions and a revived career path.

The Industry Navigator – Biosciences/Health and/or Advanced Manufactory IT is responsible for development and implementation of industry-focused workforce solutions as part of the Maryland Tech Connection (MTC) grant. Direct program functions could include outreach to businesses to identify employment and training needs in the Biosciences/Health and/or Advanced Manufacturing/IT industry, as well as working with job seeker staff to prepare eligible candidates for one of these industry career pathway. Additionally, he/she will act as internal consultant to MTC and AAWDC staff in matters relative to their industries.

The Ideal Candidate should have the following:

- Proven success in recruiting, training, workforce development and/or direct work experience in one or more of the industries listed to effectively serve as a liaison between industry and workforce.
- Deep understanding of and ability to effectively research independently industry trends in multiple categories to include employment prospects, career paths, and needed trainings and certifications.
- Superior strategic thinking and analytical problem solving skills. This with the ability to be creative and flexible to achieve results while understanding and adhering to policy.
- Bold and innovative to create and seize opportunities
- Experience with candidate assessment through resume review and interview. This with the ability to target gaps in technical and soft skill SKAs for industry employment and identify needed training.
- Ability to develop effective training plans for workplace learning opportunities.
- Proven success developing creative sourcing channels and strategies for business development
- Proven success with on-going partnerships with others to implement long-term strategies preferably in one or more of the industries listed
- Proven ability to establish high level goals and specific strategies, and be able to gather and analyze data to assess results
- Ability to work well under pressure managing multiple priorities and clients simultaneously
- Strong persuasive presentation and motivational skills to individual and groups to secure and realize commitment
- Superior communication (verbal, nonverbal, written and effective listening)
- Strong organizational skills to ensure work and needed reporting gets done timely



Education

BA/BS in business, human resource, industry-specific or related field, or comparable education and years of experience. Coursework/training in project management, marketing, and human services is desirable.

Experience and Knowledge

This position requires a minimum of 3 years of experience providing workforce or business development and/or industry-specific experience. Knowledge of specific industry must be demonstrated. Experience involving grant or publicly funded workforce programs, with a demonstrated commitment to exceptional program outcomes preferred.

Skills and Certifications

Advanced proficiency in Microsoft Office Suite, to include Excel, Outlook, and Power Point, must be verifiable. Proficiency in Microsoft Project is desirable. Exceptional customer focus, relationship building, and communication skills, including active empathetic listening, clear and accurate writing, and persuasive oral communication are required. Ability to problem-solve and create comprehensive, creative solutions necessary. Commitment to outstanding service delivery, teamwork and client outcomes must be must be verifiable. Membership(s) in professional and/or business organizations and certifications are encouraged.

To Apply: Send cover letter with salary requirements and resume to jobs@aawdc.org. Best consideration by May 31, 2017.

No phone calls or mailed applications will be accepted. Only selected applicants will be contacted.