



## **VACANCY ANNOUNCEMENT**

### **Talent Development Specialist**

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 a **Talent Development Specialist** for the Maryland Tech Connection (MTC). This is a professional position that will report to the Project Director of MTC initiative that work with recipients who are required to participate in work-related activities. This position is based in Baltimore County and/or Laurel, MD.

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.

#### **Position Summary**

The Talent Development Specialist recruits, engages, qualifies, assesses, and assists initiative participants, specifically the long-term unemployed, and the underemployed, older, and professional populations, to achieve successful employment outcomes. They accurately assess participants' skills, knowledge, ability, and barriers to employment. Using that assessment, the incumbent helps participants develop individual career development plans (IDP's) accounting for their interests, goals and addressing the determined gaps and barriers to employment. This position makes effective referrals for participant training and employment by matching the needs of the industry with the job seeker skills, knowledge, and abilities. They effectively motivate participants to achieve performance outcomes such as training and credential completion, and employment. The incumbent creates and implements successful local recruitment plans to ensure a rich pipeline of candidates that meet industry needs. The incumbent is responsible for compliance with policies and procedures, and meeting recruitment and performance goals prescribed by the Maryland Tech Connection (MTC) grant.

#### **Required Knowledge and Abilities**

##### **Education**

B.S. degree in human resources, or human services, education or related field is required. In exceptional cases, four years of directly related experience, in addition to the experience requirement below, may be considered in lieu of degree attainment. A workforce certification is preferred.

##### **Experience and Knowledge**

Minimum of three years of recruiting experience to include client assessment to meet businesses needs is required. Experience in assessment analysis to identify gaps in skills, abilities, knowledge and any barriers to employment) for needed trainings, certifications, or other interventions. Proven success motivating others. Knowledge of career exploration and pathways, labor market and industry trend data, and current hiring practices. Demonstrated experience with managing multiple priorities and clients simultaneously. Knowledge of and experience in compliance with organizational policies, established procedures, regulatory requirements, and federal and state laws. Experience in preparing and conducting presentations. Knowledge of, or experience working in, workforce development preferred. Exposure to or experience with working with professional and older workers, and the long-term unemployed or underemployed highly desired. Exposure to or experience working in the targeted industries (Tech, Cyber and Bio) highly desired.

##### **Skills and Certifications**

Proficiency in using online recruitment systems, social media, Microsoft Office Suite, to include Excel, Word, and PowerPoint. Excellent interviewing skills and an ability to assess competencies. Demonstrated proficiency in establishing rapport with and motivating to action various levels of individuals from mid-career level to CEOs. From conversation and written materials, successfully assess competencies and desires of job seekers, and compare them to the wants and needs of businesses. Motivate both to positive action with the initiative. Ability to understand the value of documentation and processes for compliance. Ability to communicate highly effectively – writing, speaking and listening - with a diverse client population, internal and external partners, small and large groups, using a broad range of mediums in English. Ability to prioritize, adapt, problem solve, and navigate in a fast-paced environment committed to exceptional outcomes and meeting deadlines successfully. Ability to work collaboratively with team members to ensure that performance goals are met/exceeded. Ability to maintain confidentiality and communicate on a "need-to-know" basis. Ability to demonstrate the AAWDC mission and values in the performance of position duties. Commitment to outstanding service delivery, teamwork and outcomes must be verifiable through references.

**To Apply:** Send cover letter with salary requirements and resume to [jobs@aawdc.org](mailto:jobs@aawdc.org) by April 7, 2017.

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

***Anne Arundel Workforce Development Corporation (AAWDC) is an Equal Opportunity Employer.***

**AAWDC.ORG**