South Central
COUNCIL OF GOVERNMENTS

JOB ANNOUNCEMENT
PROGRAM SPECIALIST

SOUTH CENTRAL COUNCIL OF GOVERNMENTS
WORKFORCE DEVELOPMENT PROGRAM

GENERAL DESCRIPTION

This position assists the program manager to provide technical assistance, training, and monitoring of WIOA Adult, Dislocated Worker, and Youth programs that support the goals and objectives of the local workforce development board.

Position involves providing telephone support to service providers and training providers, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to inquiries and issues.

Work is primarily performed in a standard office environment. Travel to and participate in meetings, events, and other activity is required. Occasional overnight travel is also required. Light physical demands; mostly desk work requiring the ability to lift and carry files and reports and frequent use of a computer.

FIRST CONSIDERATION MAY BE GIVEN TO CURRENT SOUTH CENTRAL COUNCIL OF GOVERNMENTS EMPLOYEES WHO MEET THE MINIMUM REQUIREMENTS.

COMPENSATION OFFERED & GENERAL INFORMATION

Starting Salary Range:	$15.00 - $18.50 hourly DOE
Health Benefits:	State of NM Health Insurance: Health, Vision, Dental & Life
Retirement Benefits:	State of NM PERA Retirement
Leave:	Annual, Sick and Holiday
Status:	Permanent, Full-time after six-month probationary period
FLSA:	Non Exempt
Supervisor:	Program Manager
Work Location:	Elephant Butte, NM

MINIMUM QUALIFICATIONS

- High school diploma or high school equivalency and at least four years of work experience in an administrative or customer service position
- Experience with Windows based computers, internet browsers, and Microsoft Office Word and PowerPoint software is required

SOUTH CENTRAL COUNCIL OF GOVERNMENTS IS AN EQUAL OPPORTUNITY EMPLOYER

Offer of employment is contingent upon verification of individual's eligibility for employment in the United States, passing a background check and drug test.

Funded by the U.S. Department of Labor

MINIMUM DUTIES TO BE PERFORMED

Assists the training manager with the following tasks:

- Provides technical assistance and training on Workforce Innovation and Opportunity Act programs as related to federal, state, and local regulations and use of the New Mexico Workforce Connection Online System software
- Reviews participant training contracts, such as Individual Training Accounts; customized training, incumbent worker training, transitional jobs training; and supportive services contracts
- Enters data on-the-job and transitional jobs contract information in the New Mexico Workforce Connection Online System
- Performs Adult/DW/Youth Participant desk reviews for eligibility; activity codes; case notes; individual employment plans; placement in education or employment; exit review; successful closures
- Assesses training needs through surveys, interviews with providers, focus groups, or consultation with managers, instructors, or customer representatives
- Designs, plans, organizes, training programs for workforce network staff
- Presents information using a variety of instructional techniques or formats, such as role playing, simulations, team exercises, group discussions, videos, or lectures
- Obtains, organizes, or develops training procedure manuals, guides, or course materials, such as handouts or visual materials
- Assists with policy development Monitors and evaluates program effectiveness
- Evaluates training materials prepared by instructors, such as outlines, text, or handouts
- Is cross trained on performing Eligible Training Provider Management
- Performs other related duties as assigned

CERTIFICATES, LICENSES AND OTHER ITEMS REQUIRED

- Valid vehicle driver's license is required.
- Background check and drug screening required.
- Writing sample, assessment, or testing may be required as part of interview process.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Work is performed primarily in-office and public setting assembly areas. Travel within the seven-county area and beyond is required.
- Must have audio and visual acuity, as well as the ability to communicate both orally and in writing. Mobility is requisite. Some lifting, bending, reaching, and grasping may be involved; maximum lift load would be 30 lbs.

View application requirements on the following page.

Reply to/Deadline for Applications:	**APPLICATION REQUIREMENTS** Email a cover letter and a résumé including the names, addresses, e-mails & telephone numbers of three references. **Email cover letter and résumé to**: jobs@sccog-nm.com in Microsoft Word or PDF format **Address for cover letter purposes only:** Mr. Steve Duran, WIOA Administrator South Central Council of Governments P.O. Box 1072 Elephant Butte, NM 87935 **EXTENDED DEADLINE FOR APPLICATIONS TO BE RECEIVED:** March 29, 2021 at 11:59 PM MDT.

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