BridgeValley Community and Technical College invites applications for Workforce Project Coordinator Sr. This position serves as the lead resource or coordinator over the planning and implementation of the work of the workforce division’s continuing and community education workshops/courses including but not limited to the non-credit Allied Health and Road Scholar programs.

**POSITION:** Project Coordinator Sr., Classified, full-time, pay grade 17, benefits eligible.

**QUALIFICATIONS:**
- Master’s Degree and 2 years of related experience; OR Bachelor’s degree and 4 years of related experience
- 2-3 years’ of accounting/ grant management experience
- 2-3 years’ experience in customer service
- 2-3 years’ office management experience
- Strong people skills
- Computer Skills
- Ability to work as an effective team member
- Strong interpersonal communication skills
- Strong skills in setting priorities, organization, and time management

**DUTIES/ RESPONSIBILITIES:**
- Plan, develop, schedule, staff, budget, publicize, deliver, document, and evaluate open entry workforce and economic development training programs for the spring, summer, and fall semesters.
- Plan, schedule, staff, budget, submit, and deliver approximately 5-6 week long off-site Elderhostel programs each year.
- Create a marketing plan and development of promotional materials including individual program flyers, comprehensive brochures of workshop offerings, newspaper advertising, broadcast e-mail, direct mail campaigns, press releases, radio and television advertising
- Develop and prepare an annual operating budget for open entry, professional development, contract courses, and Elderhostel programming. Maintain financial records for each course, workshop, seminar, or Elderhostel program. Prepare instructor contracts, purchase student materials, invoice companies, collect workshop registration fees, and guide students to sources of financial assistance.
- Recruit, interview, and hire qualified instructors to teach credit course, non-credit courses, workshops, and Elderhostel presentations.
- Maintain current knowledge of training programs, professional certification requirements, and training requirements of business and industry.

**TRAVEL:**
This position may require travel and flexible hours. A valid driver’s license is or reliable transportation is required.

**TO APPLY:**
Send a letter describing how your qualifications meet our requirements, resume, transcripts, and contact information for three professional references to:

Human Resources
BridgeValley Community & Technical College
2001 Union Carbide Drive
South Charleston, WV 25303

Electronic application materials in the form of doc, docx, or pdf are preferred and may be sent to HR@BridgeValley.edu

Employment is subject to satisfactory results on background check. Copies of transcripts may be sent but originals must be available prior to hire.

BridgeValley Community and Technical College is an equal opportunity, affirmative action institution that does not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other legally protected status in its employment, programs, activities.
Please contact the Human Resources office at 304-205-6606 or hr@bridgevalley.edu if you need assistance or reasonable accommodation in the hiring process.