

Position Available: Region 9 Adult Education Workforce Development Coordinator (Part-Time, Hourly)

Full Job Description:

The Workforce Development Coordinator works with adult learners to help them meet their Workforce or career learning goals by providing advising, program enrollment and assessment services assistance as well as post-secondary Workforce or career guidance and assistance. The Advisor is also responsible for proctoring assessments and high stakes exams, including the CASAS, Hi-SET and workforce licensing examinations.

Position reports to the Adult Education Director and works cooperatively with the Administrative Assistant.

Qualifications: Extensive work experience and Associate's Degree required; Bachelor's Degree or preferred. Prior experience working in Adult Education and workforce or career development programs is beneficial.

The successful candidate should:

Demonstrate passion, sensitivity and caring for adult education students;

Possess strong organizational skills;

Have previous experience with administering adult education testing assessments including the Hi-SET and CASAS or be willing to receive the required training to do so;

Show commitment to providing student-centered workforce or career advising services to meet the needs of students with the belief that all students have the potential to meet their goals;

Be willing to become familiar with area/statewide businesses and organizations that have the capacity to provide workforce training and employment opportunities for adult students;

Possess a working knowledge of social service agencies to assist with student referrals and funding;

Recognize the importance of being a committed team player;

Be willing to commit to a flexible work schedule that accommodates the needs of Region 9 adult education students. This may require a schedule that includes some late afternoon and evening hours.

Performance Responsibilities:

- a)** Conduct student intakes/orientation sessions, facilitate in-person or computer-based assessments; oversee all workforce or career adult education learner placements, including the coordination of any and all required prerequisites for such placements (e.g.: drug screens and physicals, employer references, etc.), and provide timely and accurate documentation of the student admission progress;
- b)** Follow up with funding agencies regarding student program acceptance status as necessary, including billing and collection of tuition;
- c)** Assist in conducting regular and quarterly student completer follow up as needed;
- d)** Conduct regular and frequent student follow up as needed for state data tracking (including Joblink) and provide other data as needed for program recordkeeping;
- e)** In consultation with the Adult Education Director, provide and execute recruitment strategies to increase enrollments within the Region 9 area and expand employer training participation;
- f)** Work effectively with RSU 10 and RSU 56 high school guidance counselors to ensure a seamless transition from high school to adult education;
- g)** Work effectively with local and regional employers and agencies to meet training needs;
- h)** Participate in training opportunities through online partners such as Ed2Go and the Academy of Medical Professions as well as other relevant and/or required professional development opportunities as determined by the Adult Education Director;
- i)** Maintain accurate and complete records, including spreadsheets, student tracking and all required Hub 6, state and federal reports;
- j)** Coordinate with instructors and partner facilities for medical training needs and maintain state approval status for the adult education CNA training program.
- k)** Assist with budget development, management and the tracking of invoices and requisitions;
- l)** Assist with payroll function (time sheet submission);
- m)** Assist the Administrative Assistant with Department of Education state reporting of workforce efforts and other adult education reporting requirements;
- n)** Maintain an active presence in the community through attendance at relevant work/career fair and community events;

- o)** Market and promote program offerings through the use of Facebook, the Adult Education website and other social media platforms;
- p)** Work with the Administrative Assistant to create, design and develop all adult education program catalogs;
- q)** Assist with the development of customized training programs and IET offerings as offered through Hub 6 participants;
- r)** Perform other related duties as assigned or directed by the Adult Education Director.

Demonstrate:

- a)** Strong work ethic and the ability to work both independently and as part of a team;
- b)** Attention to detail and follow through, ability to prioritize;
- c)** Professional and respectful demeanor;
- d)** Effective communication skills;
- e)** Ability to create and maintain positive relationships within the community;
- f)** Proficiency with Google Suite and Microsoft applications

Terms of Employment: Part-time hourly school-year position (approximately 20 hours per week) with the possibility of some additional summer hours as determined by the Adult Education Director.

Salary/Benefits: Hourly rate commensurate with past experience, non-benefit position.

Evaluation: Performance will be evaluated by the Adult Education Director

To successfully apply for the position please submit the items listed below:

- Job application (attached below)
- Letter of interest
- Resume
- Two letters of reference

Job Application PDF:

<https://maineadulted.org/wp-content/uploads/2025/03/Employment-Application.pdf>