Business Relationship Coordinator- One WorkForce Program

Milwaukee, WI.

JOB CODE: TH005
Schedule: Full Time
Work Status: Regular
Salary: Competitive salary, based on experience
Location: 2701 Chase Avenue, Milwaukee, WI 53207

We Invite You to Join UMOS’ Diverse & Dedicated Team

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOS’ diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOS is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

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Benefits
To support its team members, UMOS offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOS annually contributes at least 3% of employees’ eligible compensation
Diversity & Equal Opportunity
UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

This role gives you the best of both worlds- the ability to work with community businesses and the opportunity to help others gain employment in Tech!

The Business Relationship Coordinator is responsible for organizing One WorkForce-TechStars community events and jobs fairs. Manages employer recruitment, engagement and maintaining communications. Provides oversight and management of the onboarding of One WorkForce-TechStars, consisting of monitoring and evaluation of project model.

Primary Responsibilities:
1. Acts as spokesperson for One WorkForce-TechStars at area employer events, trainings, and conferences.
2. Recruits and engages employers for the One WorkForce-TechStars program, as well as assisting in the maintenance of, and updating recruitment materials.
3. Matches participants’ training, skill level and experience with available employment or internship opportunities.
4. Implements and coordinates onboarding or internships of program.
5. Provides evaluation activities, consultation and performs follow-up and retention activities with participants and employers.
6. Maintains current knowledge of workforce needs in rapid-growth sectors like technology, healthcare, and advanced manufacturing.
7. Provides quality assurance of participant files and progress toward meeting One WorkForce-TechStars objectives.
8. Coordinates and provides oversight of training sessions designed to assist program participants in learning technology skills and exploring career pathways.
9. Acts as a liaison between Wisconsin Job Center partners and other program personnel to coordinate the leveraging of available resources and employment information.
10. Assists with identifying and resolving participant and employer needs, requests, special issues, and complaints; communicates those concerns to appropriate parties.
11. Organizes on-site and virtual employer recruitment for technology careers.
12. Assist with curriculum integration to ensure alignment with employer needs.
13. Establishes relationships for alliances with the businesses and other workforce development partners to promote the One Workforce-TechStar’s workforce development objectives.

**Qualifications:**

1. BA, BS degree in Human Services, Business, Marketing, Computer Science or related field.
2. Five years of work experience in one or a combination of the following: workforce development, education or technology related training.
3. Demonstrated ability to monitor/document progress, communicate progress to program staff, develop community support and linkages, and demonstrated general knowledge of workforce development program policies.
4. Professional ability to aid in making and carrying out vocational/educational objectives and maintain and utilize participants’ confidential information to assist them in the referral and placement process.
5. Knowledge of workforce needs in rapid-growth sectors like technology, healthcare, and advanced manufacturing.
6. Ability to conduct individual and group sessions, technology-based instruction, and job readiness
7. Must possess awareness, knowledge and sensitivity to socioeconomic and culturally diverse backgrounds of the target populations served.
8. Ability to work in a demanding, fast-paced environment and respond to customer needs with respect and diplomacy.
9. Demonstrated working knowledge of and experience using computer programs such as Microsoft Office Suite (2013 or higher), including Word, Excel, Outlook, etc.
10. Knowledge of various types of technology careers and skills, but not limited to: Office Suite, web development (HTML, CSS, JavaScript, WordPress), Medical Coding, or Slack is preferred, but not required.
11. Must have a car; possess a valid Wisconsin driver’s license and adequate auto liability insurance and be able to travel and work irregular hours.

**CLICK HERE TO APPLY FOR THIS JOB.**

UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.