

Title: Rapid Response Coordinator, Paris MO

Reports To: Executive Director

Salary Range: \$25,000 - \$37,000

Announced: July 10, 2008

Closing: Accepting applications until position filled

General Description:

The Rapid Response Coordinator is responsible for coordinating the services outlined in the Rapid Response contract Scope of Work.

Duties and Responsibilities:

- Initial contact with the company involved in layoffs to explain services. Arrange informational meetings for affected employees and present all available literature and information about services available.
- Contact the State Rapid Response Coordinator if the layoff is over 50 workers.
- Coordinate with all community agencies, employers, chamber of commerce and other social services organizations within the LWIA. Provide information and assistance to these organizations so they may also provide assistance for the affected workers and the community. Establish agreements with local agencies to provide these services at Rapid Response meetings.
- Compile and submit a quarterly report to DWD as outlined in the Rapid Response Scope of Work describing the Rapid Response activities given within the LWIA.
- Collect surveys from employees attending Rapid Response meetings in order to compile general information as well as the type of services the affected employees are interested in receiving.
- Provide follow-up services to all laid off workers following employee meetings within 30 days of the meeting and to all laid off workers who have not accessed services, and an additional contact at 60 days after the layoff.
- Prepare an application for additional funding from Governor's 15% funds should they become necessary due to layoffs of sufficient magnitude which would place undue strain on the LWIA's existing Dislocated Workers budget.
- Prepare narrative and data requested by DWD in preparation for application of National Emergency Grant funds as needed.
- Assist DWD with any feasibility studies funded within the LWIA and gather information on a company or its workforce when required by DWD.
- Consultation on fund raising activities to ensure organizational stability.
- Attend WIB meetings, workshops and conferences in area of responsibility as requested.
- Other duties as assigned by the Director.

Required Knowledge and Abilities:

- Knowledge of management functions including public relations, basic budgeting and marketing activities, and knowledge of the Northeast Region, local Career Center system and related organizations within the area.

- Ability to act in an advisory/leadership capacity and as part of a team.
- Ability to understand State and Federal rules and regulations.
- Ability to plan, organize, participate and assist in training activities.
- Ability to communicate effectively both orally and in writing, including the compilation of information and provision of quality reports.
- Ability to operate technology based equipment and related applications including data base systems, word processing systems, Internet navigation and any application/software compatible to the workforce development system.
- Establish and maintain cooperative and effective working relationship within the organization and with outside agencies including a current knowledge of area programs and related requirements.
- Skill in handling sensitive and confidential information in a responsible manner.

Qualifications:

Associates degree in community development, business administration or related field, or two years experience in management/sales or related field of work. Experience in workforce development and/or administration of publicly funded programs and demonstrated grant writing skills desirable. Must qualify for agency bonding and must have reliable transportation and proof of active vehicle insurance.

Work Environment:

Office environment with significant day travel and some overnight stays away from home. Interested applicants should submit a current resume with a cover letter describing their qualifications for the position. Include names, affiliations, and contact information of four references.

Submit information to:

Mark Fuqua, Director
NEMO Workforce Investment Board
111 E Monroe Street, Paris, MO 65275
(660) 327-5125
www.nemowib.org