



Our mission is to provide people of all ages with help, hope, and the opportunity to succeed.			
Job Title	Workforce Strategy Coordinator	FLSA Status DOL status	Non-exempt Full-Time or Part-Time
Program/Department	Early Childhood Services	Supervisor Responsibilities	No
Reports To	Senior Operations Director	CEO Approval Date	September 2021
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends. This is a year round position.		
Must pass required background check, and submit TB screen and Physical			
POSITION OVERVIEW			
<p>The Workforce Strategy Coordinator (WSC) will plan, develop, create, and assist in implementation of workforce development strategies that advance the recruitment, education, training, retention, and preparedness of early care and education professionals.</p> <p>All employees and volunteers are expected to be sensitive to our clients' cultural and socioeconomic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam's standards of excellence at all times.</p>			
ESSENTIAL Functions			
<ul style="list-style-type: none"> ▪ Develop workforce action plan to advance employment opportunities in early care and education. ▪ Work with a wide variety of community and governmental agencies, educational institutions, employers, businesses, and other groups. ▪ Establish strategic partnerships with institutions of higher learning to recruit and retain students who have a strong desire to pursue a career working in early care and education. ▪ Collaborate with various community partners to advance DEIB work in early education with initiatives, training and creative events. ▪ Provide assistance, coaching and consultation to community partners regarding cross-cultural competency in early care and education. ▪ Develop and meet program output and outcomes that are measurable, and research based. ▪ Identify, develop, and maintain workforce development partnerships and pipeline programs. ▪ Organize, plan, and execute workforce development events as necessary. ▪ Establish community relationships to promote access to potential candidates for employment at Sunbeam Family Services. ▪ Connect with high schools and universities to engage students interested in early care and education ▪ Facilitate relationships with key stakeholders to implement, advance, and sustain workforce initiatives. 			

- Develops and implements plans and strategies for recruiting and retaining better qualified and diverse applicants.
- Represent Sunbeam externally at events with a goal of networking and relationship building with potential candidates.
- Promote internship opportunities and facilitate coordination among Sunbeam locations.
- Serve on Sunbeam's DEIB Council to support best practices, training and education.
- Meet established benchmarks for ECS workforce development.
- Provide innovative and relevant materials, presentations, and education for community related to employment at Sunbeam and fields of expertise supported within the agency.
- Monitor and ensure development of plans related to goals set by individuals are attainable and supported.
- Use research based strategies to enhance successful adult education models to achieve goals.
- Promote, encourage and display examples of leadership for the agency.
- Develop and maintain effective working relationships with internal and external customers, gaining acceptance to proposals and changes as needed.
- Participate in development of agency goals and objectives including deliverables that support business goals in collaboration with stakeholders and in compliance with Head Start Program Performance Standards
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensure that all projects are delivered on-time and within the program's scope.
- Evaluate and optimize processes to improve the overall approach when and where necessary.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's degree or equivalent in Education, Social Sciences, Marketing, or equivalent.	Master's degree in Education or related field
Experience	<p>3-5 years of mentoring and supporting adult professional development and education to support communication of career opportunities.</p> <p>3-5 years of supporting and providing diverse and inclusive environments for staff and clients.</p> <p>DEIB experience in an educational setting.</p>	3-5 years of training and management experience
Skills Knowledge Abilities	<p>Understanding of Head Start Performance Standards and state and local childcare license requirements.</p> <p>Strong presentation, training, and facilitation skills.</p> <p>Excellent written and verbal communication to include intermediate knowledge of computer operations and applications and the ability to master other computer technology/software programs, as needed.</p> <p>Demonstrated, well-developed leadership abilities of problem-solving, communications, adaptability, good judgment, work well under pressure</p> <p>Sound business sense and a market-driven approach, with the flexibility to modify approaches to achieve goals as information changes and events unfold.</p> <p>Must work independently and collaboratively in a team environment.</p>	<p>Previous knowledge and understanding of DHS Child Care Licensing staffing regulations.</p> <p>Previous knowledge and understanding of NAEYC staffing regulations.</p> <p>Advanced computer database and Microsoft Office software skills</p> <p>Bilingual Spanish/English speaking</p>

Communicate in a professional manner, demonstrating dignity, respect for our internal, external, and community members.

Must be able to build strong relationships and work collaboratively with all levels of individuals within various agencies, FQHC leaders, advocates, community partners and other stakeholders.

Process, protect and exercise discretion in handling confidential information and materials.

Sustained concentration to detail and accuracy, along with the ability to prioritize workload.

Willingness to work with high-risk, low-income communities.

Local travel required and must have valid Oklahoma driver's license and insurance as required by the position.

WORKING CONDITIONS

Physical Demands:

While performing the duties of this job, the employee is required to frequently communicate with staff and others in the English language, and must be able to exchange accurate information when doing so. The employee must be able to remain in a stationary position 50-75% of the time and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. Must be able to operate and use office equipment, such as a computer, copier, and printer. Occasionally must be able to move needed materials weighing up to 20 pounds.

Work Environment

The employee will work in an office environment, may work in close quarters with other staff. The noise level in the work environment varies from quiet to moderate; frequent disruptions may occur.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered "at will," meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: