Overview

You would be a good fit for this job if you:  
• Have a passion for connecting employers with employees  
• Enjoy relationship-building with community leaders  
• Are a self-starter and thrive on bringing diverse stakeholders together  
• Are comfortable independently leading and completing projects

POSITION DESCRIPTION:  
The Workforce Development Director is the liaison to the local economic development system and effectively connects businesses who are relocating, expanding or in business retention mode, to workforce programs in the One-Stop Delivery System.

The position is part of the comprehensive One-Stop Career Center team, staffed under Equus Workforce Solutions (EWS). EWS is a Workforce Innovation and Opportunity Act (WIOA) Title 1 service provider contracted by Workforce Connections (WC), Southern Nevada’s Local Workforce Development Board. The position will report functionally under the direction of the Las Vegas Global Economic Alliance’s (LVGEA) Chief Operating Officer connecting new and existing Southern Nevada companies with workforce development data, programs and services available through the One-Stop Delivery System.

The Workforce Development Director is charged with deepening partnerships between such entities as WC, LVGEA, Department of Employment, Training and Rehabilitation (DETR), Governor’s Office of Economic Development (GOED), Business & Industry (B & I), local universities and colleges, trade schools, the Clark County School District (CCSD), Nellis Air Force Base, and other organizations (for-profit and nonprofit) that concentrate on workforce recruitment and talent development.

Job Description

The Workforce Development Director will be part of a small, close-knit team located at the LVGEA generally working in these areas:

• Be the in-house expert on local workforce development programs  
• Prepare and give workforce development presentations to the business community, including chambers of commerce, trade associations, and other employer groups  
• Build and maintain collaborative relationships with local workforce development partners  
• Research, extrapolate, and relay regional workforce data  
• Develop and maintain a data base of available workforce development programs and points of contact in Southern Nevada  
• Provide workforce matchmaking services  
• Provide workforce information when requested by the LVGEA’s Business Development team and participate in related meetings  
• Provide workforce development support to activities related to LVGEA’s BizCONNECT (business retention and expansion efforts)  
• Lead special events and programs designed to acclimate new businesses to the resources available through Southern Nevada’s One-Stop Delivery System  
• Provide appropriate guidance and technical support to ensure compliance with objectives established by Federal, State and Local performance measures  
• Other duties as assigned

Qualifications

• Bachelor’s Degree or equivalent experience in workforce development  
• Extensive knowledge of the One-Stop System funded by the Workforce Innovation & Opportunity Act  
• High level of emotional intelligence and business acumen  
• Workforce development or economic development experience with a proven track record is a plus  
• Private sector experience working with human resources as well as C-Suite leaders is a plus  
• Excellent written and verbal skills  
• Experience with Microsoft Office Suite and CRM software  
• Attention to detail  
• Comfortable with change but results driven

Interested Candidates should apply at www.equusworks.com/careers