



Business Retention & Rapid Response Coordinator

Technical College System of Georgia

Office of Workforce Development

Salary Range: \$55,000 – \$65,000, commensurate with education & experience

Location: 7741 Roswell Rd., Suite 205, Sandy Springs, Georgia 30350 (North Fulton One-Stop)

The position is open to all applicants who meet the minimum qualifications below.

The Rapid Response Coordinator is responsible for supporting the statewide implementation of rapid response-related efforts and initiatives under the Workforce Innovation and Opportunity Act (WIOA) for the Office of Workforce Development (OWD), including working with Georgia companies and communities to mitigate the impact of and avert layoffs. This position will work under the direction of OWD's Rapid Response Manager.

RESPONSIBILITIES

- Representing the State of Georgia as the lead regional point of contact for Georgia companies facing closures or layoffs;
- Learning and developing strong proficiency of workforce development services and resources for businesses, including the Workforce Innovation and Opportunity Act;
- Coordinating and implementing layoff aversion strategies to prevent potential separations;
- Establishing and developing relationships with local and regional chambers of commerce, economic development organizations, cities and county governments, industry associations, and other business-connected organizations;
- Identifying early warning signs of industries and businesses facing potential layoffs or closures;
- Coordinating meetings with impacted employers, affected workers, and partner agencies;
- Evaluating local and regional employment trends through LMI databases;
- Serving as the regions' State of Georgia contact for disaster response and recovery efforts as it pertains to workforce; and
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate degree required in a relevant field ***and*** Three (3) years of relevant work experience.

Must reside in the region or within 10 miles of the region currently, or willing to relocate to the region at personal expense.

PREFERRED QUALIFICATIONS

- Bachelor's degree in a course of study related to the occupational field;
- Graduate degree in a course of study related to the occupational field;
- Knowledge and experience of the Workforce Innovation & Opportunity Act (WIOA);
- Experience or exposure with WIOA-related business services activities;
- Experience with business, industry, and community engagement;

- Experience with economic development activities;
- Experience with public speaking;
- Experience with project/program management;

TECHNICAL COMPETENCIES

- Time and task management skills
- Basic computer skills and ability to adapt to job-related software programs
- Organizational skills
- Project management skills
- Superior oral and written communication skills
- Skills in interpersonal relations and customer service
- Decision making and problem solving skills

HOW TO APPLY

Interested parties should apply at Team Georgia Careers, [Team Georgia Careers Website](#)

Applications will be accepted until filled. Due to an anticipated large volume of applications, only those who receive an interview will be notified of the status of the position.

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (404) 679-1759.

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