

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Assistant Director of Workforce and Economic Development	FLSA status:	Exempt
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DEPARTMENT:	Workforce	REPORTS TO:	Director of Workforce and Economic Development
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Position summary: Under the direct supervision of the Director of Workforce and Economic Development, this position is responsible for increasing the college's visibility and expanding its contribution to the Workforce and Economic Development activities in our service area. This position reports to the Director of Workforce and Economic Development, keeping him/her abreast of all planning, organizing, staff and development of Panola College's Continuing education marketing activities.

Position responsibilities:

- Assist in research, writing, and submitting grant proposals for college activities
- Develop new and foster existing partnerships to promote training opportunities
- Develop sales prospects and build prospect lists by targeting companies/organizations that need training
- Provide reports and data to the Director of Workforce
- Assist with coordinating training with business, industry, and government entities by assessing needs and developing classes and programs to meet those needs
- Plan, deliver, and market special-interest community education classes and programs as well as recruitment of instructors for those courses
- Travel to other geographic locations served by the college as required
- Support the philosophy and mission of the College
- Assist in routine office functions if needed
- Perform all other duties as assigned

Minimum Position Requirements:

- Bachelor's degree with at least 3 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills
- Skill in using Microsoft Office software: Outlook, Word, Excel, PowerPoint, and Publisher
- Ability to foster a cooperative work environment
- Ability to work with businesses, industry, and employees to form partnerships to provide contract training
- Ability to determine informational needs and collect and analyze information
- Ability to develop and produce grants and other proposals in a timely manner
- Skill in organizing resources and establishing priorities
- Must be a self-starter. High energy, team player very important
- Ability to work with diverse populations in marketplace
- Work a flexible schedule in order to meet the needs of various groups and program

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.