

Workforce Individual Training Account Coordinator

This position is responsible for the coordination of the Individual Training Account System with the **Northwest Georgia Regional Commission's Workforce Development Department (WIOA)**.

MAJOR DUTIES: **Coordinates** all programmatic specific work regarding One-Stop System and **Individual Training Account Program (ITA)** and **manages** contracts with colleges and agreements with training providers to work with WIOA ITA system. **Facilitates** and serves as liaison with other Workforce training, employment and social programs and assists with design and execution of special events, projects, and activities, manages the ITA Financial System and approves cost for training. **Provides** technical assistance regarding WIOA program, eligibility, service requirements, funding, target population groups, and performance accountability. **Procures** career service and training services through One-Stop System and ITA System, including solicitations of RFP and applications for training providers/vendors, application evaluation, on-site reviews, and state approval process. **May attend** company layoffs or closures. **Attends** related conferences and meetings. **Performs** other related duties as assigned.

KNOWLEDGE and SKILLS REQUIRED BY THE POSITION: **Knowledge of** regional, state, and federal requirements or practices regarding Career and Training services and ITA requirements; performance standards for WIOA program. **Skilled in** technical and grant writing; preparing and presenting various reports; public and interpersonal relations; verbal and written communication.

MINIMUM QUALIFICATIONS: A Bachelor's Degree in course of study related to the occupational field is **required**, and **experience** sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience. **Possession of, or the ability to obtain,** a valid driver's license issued by the State of Georgia.

Position open until filled. Application forms can be obtained at www.nwgrc.org or by calling (706) 295-6485.

Submit application and resume to:

Northwest Georgia Regional Commission
Attn: Human Resources
PO Box 1798
Rome, GA 30162-1798

Or via e-mail to: acarden@nwgrc.org

E-verify, drug screening and background checks are required for all new hires.

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