



A proud partner of the **americanjobcenter** network

Project Coordinator

Are you detail oriented and tech-savvy? Do you have strong attention to detail? Are you an excellent communicator both verbally and in writing? **Then this is the career for you!** We are looking to hire a **Full-time Project Coordinator!**

Some of your duties include but not limited to:

- Develop and implement program participant recruitment strategies. Conduct information sessions to inform interested individuals about Employ Milwaukee training programs.
- Responsibilities include project planning, and implementation, program development, marketing, and promotion, and coordination with business solutions for developing talent supply chains for employers, clusters, or industries
- Coordinate the delivery of services utilizing a variety of virtual platforms.
- Manage and monitor data collection under state and federal data collection systems and coordinate implementation of additional data collection programs such as Efforts to Outcomes (ETO).
- Collaborate with relevant Local, Regional, and Federal workforce development programs and educational partners.

Do you have???

- ✓ High School diploma or GED plus some college in related experience or comparable experience required.
- ✓ Ability to work effectively under the pressure of multiple simultaneous deadlines
- ✓ Experience using PC and/or Mac computers. Experience with data-entry systems, Microsoft Office products including Excel, and experience with using such platforms as WEBEX, Zoom, and Teams. Experience with cloud-based technology.
- ✓ Strong Word and Excel skills
- ✓ BONUS: Trauma-Informed Care certification and Motivational Interviewing certification preferred.

Why Employ Milwaukee?

- ✓ We're a non-profit **local** workforce development board
- ✓ Full benefits including Health, Dental, Vision, 401K, and **Employer Paid LT & ST disability**
- ✓ Prime Location! Just minutes from downtown Milwaukee
- ✓ Hybrid work from home models available
- ✓ Making a real positive impact in the lives of youth, adults, dislocated workers, and other target populations by providing various levels of career services, education, training, and employment opportunities

Send Salary Requirements and resume, stating the position you are applying for, to:

Employ Milwaukee HR Dept. at: HR@employMilwaukee.org

Interviews may be conducted during the posting period

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

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