



## JOB VACANCY ANNOUNCEMENT

**Position Title:** Regional Coordinator  
**Status:** Full-Time, 40 hrs/week, Exempt  
**Starting Salary Range:** Grade 13; \$2,524-\$2,970/pay period  
**Location:** Administration, Detroit Lakes

**Position Number:** 24-12  
**Recruitment:** Internal/External  
**Closing Date:** March 17, 2024

**Primary Position Objectives:** This position exists to assist in the development and strategic planning of the Rural Career Counseling Coordination (RC3) Plan and Workforce Innovation and Opportunity Act (WIOA) Regional Planning activities, to include assisting with implementation of the Northwest Regional Workforce Development Plan. This position will provide oversight of Career Counseling programs to support active engagement between a variety of businesses, education, economic development, state agencies, secondary and post-secondary education, and other stakeholders.

**Required Qualifications:** Bachelor's Degree in management, business, or commensurate experience or a combination of 6 years education and related experience. Understanding of business concepts and workforce development. English language proficient. Must work effectively in team-structured environment, as well as independently. Able to communicate effectively both verbally and in writing. Ability to coordinate and organize meetings and events. Computer skills to include Excel, word processing, email, internet, and researching information. Ability to pass a criminal background check. Valid driver's license, valid vehicle insurance, and operational vehicle.

**Preferred Qualifications:** Two (2) or more years of experience in research and report development. Exceptional written, verbal, analytical and interpersonal skills. Knowledge of CareerForce Systems. Experience with development of partnerships and initiatives. Understanding of business relationship development, work-based learning, internships, apprenticeships. Persons who are Veterans or possess the National Career Readiness Certificate (NCRC) will be given additional consideration.

**Essential Functions:** Assist the Executive Director in the development and maintenance of the WIOA Regional Plan and a Rural Career Counseling Coordination (RC3) Plan for the 26-county planning area. Research and prepare reports for the WIOA Regional Plan, RC3 Plan and associated business-led sector strategies. Promote to businesses and other stakeholders the available workforce development and career counseling programs and resources. Work with partner schools and individual students as a liaison between Workforce Development Services and regional businesses. Conduct research and subsequent outreach to businesses in the region who are interested in developing or broadening internship, apprenticeship, or other WIOA Workforce Development activities. Provide businesses and stakeholders with resources to access and use Labor Market Information and other resource tools for the development of business partnerships within the Regional Workforce Development area.

**Application Instructions:** Submit an application packet consisting of the Rural Minnesota CEP Application for Employment, resume, and cover letter by **4:30 pm** on the closing date to:

Melissa Kain, Human Resources Manager  
Rural Minnesota CEP, Inc.  
803 Roosevelt Avenue  
Detroit Lakes, MN 56501  
melissak@rmcep.com

A Rural Minnesota CEP Application for Employment can be picked up at any RMCEP office or online at [www.rmcep.com](http://www.rmcep.com). To receive an application via mail, email, or fax please call 218-847-0712. Rural Minnesota CEP, Inc. reserves the right to select those who will be interviewed from application information.

**RMCEP is an Equal Opportunity Employer/Program Provider**  
**Upon request, this information will be made available in an alternate form.**

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