MISSISSIPPI COMMUNITY COLLEGE BOARD
POSITION VACANCY

POSITION AVAILABLE: PROGRAM SPECIALIST, RAPID RESPONSE

Salary: Commensurate with education, training and experience

RAPID RESPONSE PROGRAM SPECIALIST

Characteristics of Work:
The Rapid Response Program Specialist will initiate, develop, and maintain workforce relationships with business and industry, community colleges, the MS Department of Employment Security, SWIB and other partners as appropriate for purposes of providing training, education, apprenticeships and employment for citizens seeking gainful employment. To coordinate activities that clearly develop an action plan to address the skill needs based on training offered by a local community college. To this end, this individual should be responsible for clearing communicating to community colleges the action plan developed by the state board to address any skill needs of the identified pool. To clearly communicate with MDA about the plan and how to develop the contractual relationship with community colleges for the training using the Mississippi Works Fund along with all the data requirements. To work with local economic developers to inform them about the action plan that will address the workforce needs for the local business. Work with SLDS/NSPARC to assure that all the data are in place for reporting and accountability as prescribed the rules and regulations for the MS Works Fund. Duties will include but are not limited to, developing and implementing policies and procedures for workforce systems, providing partner with points of contact for assistance with pathway opportunities, training for rapid response navigators at the community colleges, training for work-based learning coordinators at the community colleges, providing technical assistance for the MS Works application and ensuring data is tracked, maintained and reported. This position reports to the Assistant Executive Director of Work-Based Learning and Special Initiatives.

Examples of Work:
1. Collaborate with workforce partners to identify employer needs through an established rapid response system.
2. Coordinate with agency partners, employers, local workforce boards, chambers of commerce and other social service organizations to provide information and assistance for job seekers in the community.
3. Collect and compile information from job seekers or affected workers and workforce partners to determine which services are needed.
4. Assist with the development of appropriate pathways to employment in conjunction with Adult Education, community college CTE programs and navigators.
5. Assist with connecting the appropriate partners to ensure optimum use of financial resources.
6. Identify and address employer challenges and needs regarding business and industry expansion and/or closures.
7. Promote the MS Works application to business and industry, members of the public and to secondary and post-secondary students.
8. Assist with aligning workforce participants with established training or work-based learning opportunities at the community colleges.
9. Assist with training and collaboration with community colleges to expand work-based learning initiatives which serve to develop Mississippi’s workforce pipeline.
10. Review procedures and operations to ensure optimum use of technology and resources.
11. Assist MDOC with their returning citizen population serving as a connector to workforce and community college pathway training.
12. Collaborate with workforce partners and NSPARC to establish and ensure standardization and consistency in gathering, analyzing and reporting of data.
13. Report the status of activities and provide feedback on results as well as recommendations for additional areas in need of change.
14. Participate in organization memberships with professional work groups, and attended trainings, seminars, and other business-related conferences.
15. Develops, supports, and drives strategic objectives of the Rapid Response system.
16. Collaborate with MDES and other state agencies to make contact with a company involved in layoffs to explain services and arrange informational meetings for affected employees.
17. Represents MCB in professional dress, demeanor and daily discharge of duties.
18. All other duties as assigned.

Minimum Requirements:
1. An Associate degree from an accredited two year institution is required.
2. A minimum of 4 years’ experience in business management, economic development, workforce leadership or equivalent. Understanding of the state’s WIOA plan and workforce system will be given stronger consideration.
3. The candidate must be proficient with Microsoft Office (Word, Excel, and PowerPoint) and have excellent written and oral communication skills.
4. The candidate must be accountable, respectful, and dedicated to contributing to the success of the program, affected employees and industry customers as well as the agency.
5. Ability to understand State and Federal rules and regulations.
6. The candidate must be able to work independently and collaboratively with others.

Substitution Statement – Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma directly related education or directly related experience may be substituted on an equal basis.

The Mississippi Community College Board is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, disability or veteran status.
**Application Procedure:** To be considered, interested applicants must submit a complete application file, to include:

1. *Mississippi Community College Board* application (available here: [http://www.mccb.edu/pdfs/fn/MCCBemploymentapplication.pdf](http://www.mccb.edu/pdfs/fn/MCCBemploymentapplication.pdf));
2. Cover letter
3. Resume/Vitae
4. College transcripts
5. Three letters of reference written for this specific position.

Applicants should also acquaint themselves with the MCCB’s background screening requirements, available here: [http://www.mccb.edu/pdfs/fn/backgroundcheckletter.pdf](http://www.mccb.edu/pdfs/fn/backgroundcheckletter.pdf).

Review of complete application files will continue until the position is filled.

For more information contact: Cynthia Jiles  
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