



FLETCHER TECHNICAL COMMUNITY COLLEGE

Workforce Solutions Project Coordinator

- Serve as the technical interface between Fletcher Technical Community College and all parties necessary to fulfill the terms of the agreement.
- Complete the reporting requirements, manage the budget and ensure compliance with grants.
- Manage project according to plan, measure, monitor, and report progress at defined points to ensure the project is delivered on time and within budget.
- Serve as the primary point person for all billing, purchasing, contract bids, paperwork, reports, etc. necessary to ensure Fletcher complies with the terms of the grant and agreement.
- Create and oversee an implementation plan that would enable Fletcher to deliver the contracted, customized training (define resources, equipment, time, accreditations, investment, etc.)
- Work with internal, contract and external instructors to ensure all parties achieve accreditations necessary to teach the customized curriculum.
- Work with non-profit organizations, economic development boards, Louisiana Workforce Commission and other relevant entities to help find qualified individuals for the program.
- Oversee the day to day and overall success of the program.
- Assist with job placement; recruit companies to participate in the program and hire completers.
- Author communications; attend advisory committee and other meetings; engage with industry, students, instructors; and any other function that will make the programs successful.
- Perform other duties as assigned.

Qualifications: A Bachelor's degree from a regionally accredited college or university is preferred. Knowledge of oil and gas and/or coastal training programs is a plus. Excellent oral and written communication skills. Individual must have the ability to coordinate and prioritize. Must be able to participate in a team environment in a rapid changing environment. Flexibility, initiative and ability to work with minimal direct supervision required. Individual must be detail oriented and a self-starter with strong organizational abilities. Discretion and confidentiality a must. Responsive to internal and external client needs. Proficient in Office. Curriculum design experience is a plus.

Travel: Domestic and international travel may be required

Reports To: Associate Vice Chancellor for Workforce and Integrated Production Technologies

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator:

Director of Human Resources (985)448-7929 or (985)448-7930
1407 Highway 311

Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

hr@fletcher.edu

or

**Fletcher Technical Community College
Human Resources
1407 Highway 311
Schriever, LA 70395**

Application Instructions can also be located at www.fletcher.edu under Employment.