



POSITION TITLE: INDUSTRY LIAISON
POSITION STATUS: Full Time, Exempt
PROGRAM: Agency-Wide

POSITION OVERVIEW/SUMMARY

In this dual role, the *Industry Liaison* will solve the widening gap of various industries’ hiring needs and the shortage of skilled employees by creating long term and mutually beneficial relationships with businesses, associations, governing entities, and the local workforce. The Industry Liaison will enthusiastically promote the new era and value of the entry level skilled workforce by connecting such workforce to employment, continuous training & development opportunities that in turn will result in advancement opportunities for the individual and long term retention sustainability. The ideal candidate will link both organizations together.

WORK DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Gaining full understanding of WorkTexas trainings programs, processes, outcomes, partners, and systems.
- Gaining full understanding of MEMCO customers, processes, outcomes and systems.
- Creating processes that will connect, maintain, establish, and cultivate both of the organizations professional and long term relationships with employer partners, associations, local workforce boards, industry lead workgroups, WorkTexas staff, MEMCO staff, and students.
- Keeping abreast of the local workforce data and employment trends that affect our partners.
- Identifying and creating employment opportunities for WorkTexas students and tracking employment details to include retention in TempWorks & Salesforce.
- Providing job search assistance to graduates of the training programs, including referral to upskilling trainings.
- Connecting employer partners to federal and state programs and services for recruitment support.
- Working closely with WorkTexas Director of Workforce Development, local workforce board and other training organizations to identify new partnerships.
- Coordinating employer presentations for students to learn about industry, career pathways, and details related to their trade of choice.
- Support managing Registered Apprenticeship data in RAPIDS, Department of Labor information management system.
- Compiling studies, occupational, educational, and economic information to assist students in identifying and carrying out employment goals.
- Initiating and maintaining ongoing contact with a variety of business and industry representatives as well as job placement/training agencies to promote programs for participant placement.
- Representing WorkTexas & MEMCO at various community and/or business meetings, committees, and task forces to promote existing and new programs.
- Travels to and from meetings to meet the needs of the organizations.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Bilingual Preferred (English/Spanish)
- Salesforce & TempWorks knowledge preferred.
- Communicate effectively both verbally and in writing with ability to convey messages and persuasion.
- Able to conduct labor market research on individual employers and industries, as well as specific occupations and their education, experience, and credential requirements.
- Strong leadership skills with ability to multitask.
- Result and solution driven.
- Proficient computer skills (Microsoft Office Suite 2007)
- Ability to handle confidential information in accordance with the Federal Privacy Act
- Willingness to engage in continuous learning and training
- Carry out multiple tasks and meet deadlines
- Follow instructions furnished in verbal or written format.
- Ability to pass a background check and drug test.
- Must possess reliable transportation, a valid Texas Driver's License and Automobile Liability Insurance.

REQUIRED EDUCATION and WORK EXPERIENCE:

- Bachelor's degree in Social Science, Social Work, or related field (PREFERRED BUT NOT REQUIRED)
- A minimum of 4 years of experience working in recruitment, sales, workforce development, and or social service programs.

To be considered for this position, email your resume to David Rodriguez at david@memcostaffing.com. AND Yazmin Guerra at yguerra@worktexas.org. The subject line of the email should read: Industry Liaison-Resume_First Initial.Last Name.