



Metro North Regional Employment Board

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Metro North Regional Employment Board **Full Time Job Posting**

Job Title: Business Services Coordinator

The Metro North Regional Employment Board (REB) is a public-private partnership whose mission is to enable area residents to gain skills that will maximize their economic self-sufficiency and to provide employers with the workforce they need to effectively compete in the changing world economy. The Metro North REB is located in Cambridge, MA. To learn more, visit www.mnreb.org.

POSITION SUMMARY:

The Business Services Coordinator will be responsible for developing, maintaining, and coordinating relationships with employers in the retail sector as part of an incumbent worker training initiative. The Business Services Coordinator will reach out to new and existing employer partners to engage them in the project which will train entry-level front-line retail employees for higher level positions.

PRIMARY RESPONSIBILITIES AND DUTIES:

- Develop and implement an employer outreach strategy for employers in the retail sector.
- Develop relationships with existing and new employer partners that result in the employers' active involvement in the retail incumbent worker training project.
- Develop deep understanding of employer's workforce needs.
- Create career ladder map for retail industry and work with employers to advance trainees up the ladder.
- Facilitate the process connecting employers' incumbent workers with the training and services offered through the project.
- Staff the advisory committee comprised of retail employers' involved in the project.
- Track, document, and report performance measures and compile reports.
- Work with other team members to ensure project goals are met.
- The ability to travel, mostly within state.

REQUIREMENTS:

Education: Bachelor's degree preferred.

Experience: Previous job development experience required. Previous experience working in the retail sector or working with employers in the retail sector preferred. Experience with workforce development sector projects preferred.



Skills/Qualities: Creative, forward-thinking, problem-solver with relationship-building skills. Excellent communication skills, both written and oral. Deep knowledge of the retail sector. Strong interpersonal skills and ability to take initiative.

Salary and benefits: Salary commensurate with experience. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) plan, holiday, sick and vacation time.

To Apply: Send resume and cover letter outlining your experience and interest to hr@mnreb.org. No telephone calls please.

Posted on: April 20, 2018. Open until filled.

Metro North Regional Employment Board is an Equal Opportunity Employer.