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# Example of Workforce Development Specialist Job Description

Our growing company is looking to fill the role of workforce development specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for workforce development specialist

* Help develop measures, documents, and report related to maintenance, compliance, resource utilization/ productivity, and performance
* Provide support to employees, including safety, pipeline safety, environmental and other compliance programs
* Coordinate grantee regional/content specific (in person) learning events
* Coordinate annual grantee meeting in collaboration with CDPHE, the Advisory Board and RMPHTC operations support team
* Create and foster affinity groups (peer learning networks) among grantees who convene around a particular area of interest (i.e., HEAL, Cancer, Health Equity)
* Explore the opportunity to create virtual platform(s) for affinity groups to post resources with the CPHP Instructional Design team
* Coordinate TA opportunities based on the needs of CCPD/HDGP grantees
* Work with the CPHP director to convene the
* Nurture and build strategic relationships with K-12 schools, higher education institutions, and early college high school programs to develop a sustainable pipeline of talent
* Create, launch, and manage Fab 8 volunteer programs to support the development of community relations, with a particular focus on education stakeholders

## Qualifications for workforce development specialist

* Ability to integrate and synthesize information
* Possess initiative, good follow-through, and ability to work without supervision
* Computer equipment and technology usage to include word processing, database, spreadsheet, or other software
* Excellent writing and preparation of reports, minutes, agendas, and other correspondence
* Superior organizational skills, tracking multiple activities associated with the College's Advisory Committee Reform and Revitalization Initiative and the ETPL
* Advanced, current office management techniques, procedures and methods