



# Example of Workforce Development Specialist Job Description

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Our growing company is searching for experienced candidates for the position of workforce development specialist. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for workforce development specialist

- Prepare written correspondence, primarily email, for internal and external customers
- Assist with general office support including meeting, greeting, and directing office visitors and callers as appropriate
- Respond to questions and requests for information in person, by phone, or email
- Set up and maintain paper and electronic filing systems for records, correspondence, and other files
- Monitor and track information relevant to the College's Advisory Committee Reform and Revitalization Initiative and the maintenance of the ETPL
- Type, edit, and proof a variety of correspondence to include reports, letters, memos, requisitions, action forms, meeting minutes, and other documents
- Manage, coordinate, and order office supplies and equipment maintenance
- Assist the supervisor of the CLDP program including identification of appropriate planned maintenance and leak repair work for assignment to the CLDP program
- Utilize the work management system, SAP, WebWork Manager and SmallWorld to research data requests or work history as directed
- As directed, review daily, weekly, monthly, and annual job schedules in the Washington Gas work management system to maintain compliance and coordinate with the scheduled work, in other systems such as SAP

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- Independent judgment and self-direction to complete assigned tasks
  - Ability to take initiative, work as a member of a team, yet operate independently when necessary, and thrive in an entrepreneurial environment
  - Willingness to learn and use new technologies and to train others, when needed
  - Master's degree in social science or education, or related discipline, with three to five years of demonstrated success in a similar role
  - Ability to work collaboratively with academic researchers and diverse stakeholders
  - Respect for local community culture