



## **JOB ADVERTISEMENT**

**Job Title: Program Specialist**

**Salary Range: \$46,000 - \$50,000 Annual Salary**

The Northern Area Local Workforce Development Board (NALWDB) is the primary oversight entity of the Title I Workforce and Innovation Opportunities Act (WIOA) and its related system-wide services including the operation of the NM Workforce Connection Centers throughout the ten (10) counties that comprise the Northern area of New Mexico.

The NALWDB is currently hiring a Program Specialist, located in Santa Fe, New Mexico. This full-time position will coordinate and assist with various WIOA subject-matter programs within the NALWDB. Such as, implementing program policies, researching, and gathering resources, and communicating with various stakeholders, in accordance with the WIOA and other federal and state regulations.

### **Duties shall include but not limited to:**

The Program specialist is a designated administrative staff member to handle administrative operations and functions associated with the ETPL.

Eligible Training Provider List (ETPL) which means a statewide compilation of providers (\*ex NMCC, SFCC, Luna College) and all that are approved to provide training services.

The purpose of the Eligible Training Provider List (ETPL) is to provide customer-focused training for eligible youth, adults, and dislocated workers. Providers on our ETPL are eligible to receive funding through WIOA fund.

### **Responsibilities include**

- The management and improvement of the Northern Region's ETPL to include the maintenance, update, and approval for the provider institutions within our service area, through a web-based platform called WCOS.
- Gathering data using Future Works software to determine outcomes and plan for future.
- Establishing a working relationship with WIOA core partners.
- Coordinate necessary ETPL committee meetings and provide necessary documentation.
- May assist the Program Monitor with annual desk-reviews and on-site visits for program funded by NALWDB

### **Financial Responsibilities**

- Prepare, receive, and verify incoming bills, and monitor payment vouchers to ensure timely payments.

Additional roles or duties may be assigned by the Operations Manager and Executive Director.

### **The ideal candidate must demonstrate how they have the following experience, qualities, and skills.**

- Strong analytical and problem solving to identify needs and steps for project completion and future success.
- Experience with on-line Database and/or management information systems.
- Demonstrate office leadership skills and ability to document and implement processes and procedures.
- Experience with Microsoft Office, specifically Microsoft Excel
- Good communication and attention to detail

The individual must possess strong computer literacy skills have a strong work ethic, ability to work with individuals in a fast-paced environment as well as lead meetings when needed and be willing and able to travel. Interested applicants may submit their resume, including education and salary requirements to [info@nalwdb.org](mailto:info@nalwdb.org) .