

## Job Posting Summary for **Workforce Development Specialist**

The Workforce Development Specialist role will be responsible for developing, implementing, and executing activities related to workforce development initiatives in Southeast Tennessee with an emphasis on grants management, policy, planning, and new initiatives for various projects. This position will be responsible for coordinating with a variety of employers, partner agencies, civic and community leaders, and training providers with the intent to advance workforce development programs and opportunities represented by the Southeast Tennessee Development District/Southeast Tennessee Local Workforce Board within our ten-county region. The candidate would be expected to navigate the Workforce Innovation and Opportunity Act legislation and regulations, as well as the guidance of other governmental entities that may intersect with the current funding structure. Applicant must also be willing to perform other duties related to the effective delivery of workforce development programs serving individuals and businesses across Southeast Tennessee.

A Bachelor's Degree or its equivalent or a combination of relevant education and/or experience in a related field. Developmental skills of a desirable candidate will include the ability to write professionally, influence, motivate, collaborate, adapt and resolve problems or issues resulting in project completion. The use of a variety of technological applications is a must, including but not limited to Microsoft Office Suite and the ability to understand and navigate complex database mainframe software.

**Resumes & cover letters must be received by November 10<sup>th</sup> and should be sent to:**

[dkellerman@sedev.org](mailto:dkellerman@sedev.org)

or

P.O. Box 4757  
Chattanooga, TN 37405  
ATTN: Human Resources

The Southeast Tennessee Development District is an equal opportunity employer/program; auxiliary aids and services are available upon request to individuals with disabilities. Tennessee Relay 711