



IEC Chesapeake, Inc.

## Position Description

**Job Title:** Virginia Programs Coordinator  
**Department:** Education  
**Reports To:** VP, Education & Workforce Development  
**FLSA Status:** Salaried/Exempt

**SUMMARY:** Promote the association by engagement with members and organizations pertaining to the electrical industry. Coordinate educational programs and assist with events.

### ESSENTIAL RESPONSIBILITIES:

- Day to day oversight of apprenticeship, continuing education & workforce development programs in Virginia; instructor recruitment; securing facilities and agreements.
- Development of Pre-Apprenticeship and School to Apprenticeship relationships under direction of the Workforce Development department; discovering and exploring opportunities.
- Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to membership.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EDUCATION and/or EXPERIENCE

Minimum of five years of related experience; or equivalent combination of four years college education and experience.

Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands. Must have high level of interpersonal skills to handle sensitive and confidential information and situations. Position continually requires demonstrated poise, tact, and diplomacy. Individual needs to have strong analytical skills as well as excellent communication skills both verbal and written.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, volunteers, and the general public, this will include speaking to large groups of people.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Maintains a valid Drivers License.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

## **WORK ENVIRONMENT and ENVIRONMENTAL CONDITIONS**

The noise level in the work environment is usually moderate. No or very limited exposure to physical risk.