**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**

**JOB DESCRIPTION**

**JOB TITLE: Business Outreach Account Executive**

**EXEMPT: NO DEPARTMENT: BRN**

**SALARY LEVEL: $50,000 - $60,000 REPORTS TO: CEO**

**SHIFT: Monday – Friday, 8:30 a.m. – 4:30 p.m. LOCATION: Jefferson County CAC**

 **\*Flexibility for occasional evening and weekend duties**

**PREPARED BY: Tammie Lewis DATE: 07/2020**

**APPROVED BY: Michael McGlumphy DATE: 07/2020**

**Top of Form\*THIS IS TEMPORARY, FULL TIME POSITION WITH BENEFITs, SCHEDULED TO LAST 1 YEAR.**

**ESSENTIAL DUTIES/RESPONSIBILITIES**

**The below statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.**

Organize and convene the WDA16 Business Team at least quarterly.

Coordinate and facilitate WDA16 business outreach efforts with state and OhioMeansJobs (OMJ) staff and other partners.

Coordinate Virtual Job Fairs with the OMJ, JobsOhio and other vendors/partners.

Develop and maintain email and other communications channels with area employers.

Advance the WDA16 Local/Regional Plan and Sector Strategy initiatives.

Advise on the effective use of WDB16 Outreach budget to reach local businesses.

Enhance coordination and volume of referrals to the WDA16 County OMJ Centers for them to provide business services including, but not limited to: Job Fairs, veteran services, On-the-Job Training (OJT) and other work experience, ApprenticeOhio and other apprenticeship opportunities, Incumbent Worker Training (IWT), Labor Market Information (LMI) services and Rapid Response services as needed.

Document business outreach efforts and impact/results as per required ODJFS and WDB16 formats

Complete other duties as assigned by CEO and/or Agency Administration or as necessary to obtain program goals.

**EMPLOYMENT QUALIFICATIONS**

**The qualifications listed below are guidelines for selection purposes; alternative qualifications may be substituted if there is a sufficient combination of Education and/or Experience to perform the Essential Duties/Responsibilities.**

**Education:**

Associates Degree in Business, Sales or Marketing, Bachelor’s Degree in Business, Marketing or related field preferred. A minimum of five (5) years in business or sales experience. Extensive knowledge and/or experience in the businesses in Workforce Development Area 16 (WDA16) serving Belmont, Carroll, Harrison, and Jefferson Counties. Valid driver’s license required.

**Knowledge:**

Helpful to be familiar with:

* Industry trends, issues and terminology
* OhioMeansJobs and One-Stop partner services
* Public relations principles and practices
* Labor market demands and trends
* Sales and customer service principles and practices

**Skills and Ability:**

* Interpret and apply laws, regulations and policies
* Determine the needs of customers and connect them with appropriate services
* Excellent oral, written and digital communications skills, including public presentations
* Problem Solving involving multiple variables
* Model professionalism and confidentiality
* Lead and/or be team player on internal and interagency teams
* Collect, analyze and interpret data

**Additional Requirements:**

Present a positive image of the agency to members of the community.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**“ALL POSITIONS ARE CONTINGENT UPON CONTINUED RECEIPT**

**OF FUNDING FROM GRANT SOURCE"**

I have read this job description, understood the requirements and agree to perform according to its duties and standards.

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Employee signature Date

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Employee name (printed)Bottom of Form