**Coordinator - Workforce Development (Grant-Funded)**

**Location:**Utica, NY **Job Type:**Full-Time, 12-Month

*This is a grant-funded position. Grant-funded positions expire either at the end of the stated term or whenever funding for the position ceases.*

Mohawk Valley Community College provides accessible, high-quality educational opportunities to meet the diverse needs of our students. We are the community’s college, committed to student success through partnerships, transfer and career pathways, and personal enrichment.

The College is looking for exceptional colleagues to join the MVCC community. We are currently seeking two (2) **Coordinators of Workforce Development**in our Center for Corporate and Community Education department. The Coordinator of Workforce Development is responsible for meeting regional workforce development needs by coordinating the development and delivery of educational programs.

 **Key responsibilities for this position include:**

* Works closely with community constituencies and representatives of business, industry and non-profit organizations to identify and prioritize educational needs;
* Serves as liaison with the tri-county Working Solutions Offices;
* Serves as project developer and manager for lectures, symposia, and course/programs sponsored by CCED;
* Recruits qualified individuals to provide high-quality training. Tracks course progress and support success;
* Works closely with Deans and Assistant Vice Presidents, faculty and staff to facilitate cooperation, participation, and effective communication in the interest of meeting common goals and objectives;
* Collaborates on projects pertaining to workforce development and community growth;
* Assesses various aspects of workforce development programs and make adjustments to ensure continuous improvement. Identifies and responds productively to emerging opportunities;
* Tracks statistics, maintains databases and generates relevant reports;
* Submits an annual statement of objectives, including a business plan;
* Supervises classified staff and collaborates with internal and external colleagues as appropriate;
* Performs other duties related to this job description as assigned by the Director.

**There are two (2) positions available, each position has a separate location. Please specify in your application materials which location you would like to be considered for. The locations are as follows:**

1. Herkimer College
2. Fulton-Montgomery Community College

**Work schedule:** Monday - Friday, 8:30am - 4:30pm

**Hours per week:**35

**Qualifications:**

**Required Qualifications:**

* Bachelor’s degree
* Demonstrated success in training-program development and implementation
* Effective interpersonal, organizational and effective communication skills
* Valid driver’s license at the time of hire and for the duration of the appointment

**Preferred Qualifications:**

* Master’s degree
* Experience working in both education and private industry
* Ability to integrate technology into training

We encourage applicants who meet the minimum qualifications and have transferable skills to apply. If you have related experience that may not align perfectly with the job description, we’d still like to hear from you.

**Additional Information:**

* Visa sponsorship is not available for this position. If you currently need sponsorship or will need it in the future to maintain employment authorization, you do not meet eligibility requirements.
* Offers of employment are contingent upon the successful completion of a background check.

**To learn more about MVCC, our culture, and employee benefits, please visit:**[**https://www.mvcc.edu/about/discover**](https://www.mvcc.edu/about/discover)

**Special Instructions to Applicants:**Please specify in your application materials which location you would like to be considered for. Official academic transcripts required upon hire.

**Salary:** $54,814

**For full consideration, apply by:** 9/22/2025

***Mohawk Valley Community College is an Affirmative Action, Equal Opportunity Employer deeply committed to a community of excellence, equity, and diversity. MVCC maintains an inclusive learning environment in which students, faculty, administrators, staff, curriculum, social activities, governance, and all other aspects of campus life reflect a diverse, multi-cultural, and global worldview. We value the many similarities and differences among individuals and groups. We are committed to preparing students to understand, live among, appreciate, and work in a world made up of people with different ethnic and racial backgrounds, military backgrounds, religious beliefs, socio-economic status, cultural traditions, different abilities, sexual orientations and gender identities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status or on the basis of disability.***