

Job Title:	Regional Schools Liaison	Job Category:	Administrative
Department/Group:	BREWD	Travel Required:	Occasional Regional Travel
Level/Salary Range:	\$20.00 per hour – up to \$25.00 per hour	Position Type:	Part-time (avg. 15hrs/wk), Contract
Reports To:	Workforce Development Director (WDD)	Duration:	6 Months, eligible for extension

Job Description

ROLE AND RESPONSIBILITIES

Regional Schools

- Audit, identify and organize program information specific to target schools
- Maintain material related to regional school project. Material should be updated each summer and fall and should include:
 - Summary of top schools
 - School detail sheet
 - Audit of BREW Regional School Salesforce contacts
 - Audit summary of local schools and their resources/relative programs
 - Resources for expanded scope to capture all the other suggested schools or programs
 - Career fair calendar and other student/professor engagement opportunities
- With WDD, identify connections between school programs and employer needs where gaps can begin to be filled
- With WDD, plan and execute WorkLivePlayRenoTahoe missions to identified schools (4 school visits by end of FY23 – 2 in Fall & 2 in Spring)
- Plan, coordinate and execute the WorkLivePlayRenoTahoe school mission trips: Including Partner Company coordination
- Use visits to identify and set meetings with key contacts for WDD or self
- Assemble list of regional clubs and career/academic/faculty advisors
- Assist with content creation for Regional School Student portal on WorkLivePlayRenoTahoe.com
- Maintain visit material and folders
- Adhere to, and manage, regional school initiative budget
- Form strong relationships with key contacts within regional schools (career studio leads, deans of applicable programs etc.)

Other

- Other program/event support, as needed

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Organized
- Self-motivated/driven
- Ability to collaborate with a team and work independently
- Willingness to think creatively and improve processes and strategy
- Professional verbal and written communication
- Proven Success in managing a budget
- Attention to detail
- Event management experience

PREFERRED SKILLS

Experience with Microsoft Office Suite, Salesforce, Constant Contact, and Canva

ADDITIONAL NOTES

While some time in the office will be required for collaboration, this to largely be a remote position.