



JOB TITLE: Ecosystem Coordinator
FLSA STATUS: Exempt
REPORTS TO: Chief Administrative Officer
LOCATION: Regional by Ecosystem
SALARY RANGE: \$60,000 - \$65,000
EFFECTIVE DATE: May 15, 2022

SUMMARY:

An Ecosystem Coordinator is an energetic, mission-driven, self-directed individual who oversees and coordinates projects in one (1) of the eight (8) regional Office of Workforce Development (AccelerateMS) ecosystems to meet office goals resulting in productive outcomes for the state of Mississippi. The main duties include support of local economic and community development activities related to workforce development and coordination with the local WIOA Workforce Development Area to meet the desired mission of connecting and preparing more Mississippians for high-quality careers through partnerships with educational and training entities, economic developers, communities, governmental agencies, and non-profit partners.

Serving as local points of contact for the AccelerateMS team, Ecosystem Coordinators will work primarily in a specific region, with frequent same-day and periodic overnight travel required. Ecosystem Coordinators will have a flexible hybrid schedule with frequent work in a school or business setting and occasional work-from-home opportunities. A description of the ecosystem model is available online in the [“2022 Mississippi: The Road Ahead”](#) document.

ESSENTIAL JOB FUNCTIONS:

Ecosystem Coordinators are responsible for the deployment of activities that support the organization’s main objectives. Some of the primary duties include:

- Organizing daily activities based on the goals of the organization
- Overseeing career coaches that work directly with K-12 students, school districts, community colleges, and business/industry partners
- Facilitating strong ecosystem “tables” that share best practices, voice concerns, provide feedback, and participate in the development of workforce strategies for the specific ecosystem
- Working across inter-office divisions to support programmatic efforts
- Participating in periodic Ecosystem Coordinator sessions, including statewide face-to-face meetings
- Evaluating and assessing program strengths and weaknesses and then implementing methods to improve outcomes
- Monitoring projects and coordinating with partners to ensure goals are met (i.e., Workforce Enhancement Training projects)

- Meeting with stakeholders to discuss program status and goals
- Working alongside the executive team to provide support and feedback on programmatic efforts
- Proactively managing varied obligations from the executive team
- Completing special projects as assigned by the executive team

KNOWLEDGE, SKILLS, & ABILITIES:

- Critical thinking and ability to demonstrate high-level problem-solving techniques
- Emotional maturity and interpersonal skills to work collaboratively with a diverse group of individuals and groups, including the ability to effectively resolve conflicts
- Strong written and verbal communication skills to give public presentations, produce reports, assign tasks, accept instructions, and handle coordination among partners, among other tasks
- Ability to schedule and manage time and tasks effectively
- Ability to multi-task and work under pressure to perform diverse responsibilities requiring confidentiality, initiative, and sound judgment
- Strong working knowledge of Microsoft Office, including Word, Excel, PowerPoint, Teams, and Outlook
- Ability to work independently
- Ability to implement a project and see it to its completion

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Aligned educational program completion encouraged, but not required
 - Bachelor's degree with at least three years of experience managing complex projects and programs
 - Associate's degree with at least five years of experience managing complex projects and programs
- Experience in workforce development, economic development, or education is preferred

To apply for this opportunity, please send a cover letter and resume, including the below information, to info@acceleratems.org, before 5:00 PM CST on Friday, May 27, 2022. AccelerateMS will review applications received at this time and will periodically review applications submitted after May 27 in order to identify candidates for positions across the state.

- Name, address, telephone number, and email
- Desired job
- Desired salary
- Desired ecosystem placement (1 – 8), as described in “[2022 Mississippi: The Road Ahead](#)”
- Previous positions, including titles, duties, employers, locations, and dates of employment
- Names of previous supervisors
- Specific prior experience and skills related to the job
- Brief narrative with information such as why you're interested in, or qualified for, the job
- Degrees, licenses, and/or certifications
- References (typically three references with contact information)