

Workforce Development Project Management Contractor

The McMinnville Economic Development Partnership (MEDP), a C6 non-profit, seeks a Workforce Development Project Management Contractor to execute project deliverables resulting in the development and implementation of data-informed, sustainable, and localized workforce programs.

The ideal person is a self-starter, enthusiastic, community minded, adaptable team player with creative solution-oriented skills. Having the ability to liaise with diverse business and community members and collaborate with multiple project partners in meeting project deliverables are key attributes for this role.

TIMELINE:

Application Opens:	Friday, September 1, 2023
Applications Due:	SEPTEMBER 14, 2023, AT 5:00 PM.
Interviews:	September 18-22, 2023.
Finalize Contract for Services:	September 29, 2023

CONTRACT LENGTH: 12-month to begin October 2023 and end September 2024.

CONTRACT AMOUNT: \$80,000

PROJECT DELIVERABLES:

1. Develop and implement a data-informed action plan for innovative workforce programming to increase access to trained workforce.
2. Engage McMinnville businesses and the community-at-large, including underserved and underrepresented businesses and residents most impacted by the COVID-19 pandemic, in the development and implementation of data-informed, sustainable, and localized workforce programs.

MEDP will retain the rights to all project materials.

QUALIFICATIONS:

- Knowledge of McMinnville's diverse business and community workforce needs.
- Ability to manage multiple competing priorities and a high volume of work with minimal supervision.
- Excellent analytical skills: able to think critically, apply sound judgment and problem-solving skills.
- Exceptional interpersonal skills with the ability to provide effective outreach, develop and maintain relationships, and work collaboratively to achieve positive outcomes.

PREFERRED QUALIFICATIONS (NOT REQUIRED BUT IMPRESSIVE):

- Bachelor's degree (or equivalent work experience)
- Bilingual (Spanish)
- Strong working knowledge of Salesforce CRM software

WORK LOCATION:

The work will take place in McMinnville with the flexibility to work on-site at MEDP and remotely.

EQUITY STATEMENT:

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

APPLICATION REQUIREMENTS:

1. Cover Letter
2. Resume
3. Professional References (optional)

DEADLINE SEPTEMBER 14, 2023, AT 5:00 PM

Applications can be emailed (pdf) to info@mcminnvillebusiness.com or delivered in person at 231 NE 5th Street, McMinnville, Oregon, 97128

Questions can be emailed to info@mcminnvillebusiness.com

ABOUT MEDP:

MEDP was formed to meet the critical need for a one-stop business development office to support companies in creating great jobs in McMinnville. Founding partners include McMinnville Water & Light, The McMinnville Area Chamber of Commerce, McMinnville Industrial Promotions, and the City of McMinnville. Offices are located at the City Community Development Center.

Our Mission: Advancing strategies that support business in McMinnville creating GREAT, living wage, jobs.

Our Values: Community • Trusted-Resource • Intentional–Growth • Connected • Adaptable.