

Business Service Partner

To develop and manage business and training services in Chemung, Schuyler, and Steuben counties.

Responsibilities are:

- Maintain and develop innovative programmatic options in accordance with the Workforce Innovation and Opportunity Act of 2014 to meet or exceed federal and state performance expectations.
- Develop close relations with employers to report the occupational and workforce outlook of the local community.
- Maintain frequent communication with businesses and economic developers to assist the businesses with strategic talent management planning, retention efforts, internal supervisory assessments, training assessments with employees, and efficient ways to deliver training, assisting businesses to access funds to support training activities, refining job descriptions, scheduling & arranging interviewing space & recruitment activities, providing HR assistance, assistance with labor exchange, i.e. America's Job Bank, and other supportive services.
- Maintain and develop new relationships in Chemung, Schuyler and Steuben counties while improving the training impact for local businesses through On-the-Job and Customized training contracts.
- Lead or support regional events such as recruitment and job fairs, etc. in cooperation with several partners to manage the costs/responsibilities to ensure businesses and jobseekers are given the opportunity to connect.
- Ability to work with multiple partners in the community, agency staff and board
- Create and maintain reporting structures that provide the most current, relevant workforce intelligence for the formulation of future programming & policy direction.
- Lead/facilitate regular communication with staff to share regional information, current business expansions and contractions, programming, and grant funding opportunities with staff to better inform the public.

- Communication and leadership skills are essential to ensure the local businesses, partners, board members, educators, and economic developers are aware of the programs and services offered by CSS Workforce New York.

Job Type: Full-time

Salary: \$24.00 - \$25.00 per hour based on experience

Benefits:

- 401(k)
- Health insurance
- Paid time off

Schedule:

- Monday to Friday 8-hour shifts

Education:

- Bachelor's degree in relevant field with two years related work experience; or Associate degree in a relevant field and three years directly related work experience.

Skills/Abilities:

- Proficient with Microsoft Word, Excel, Power Point and Publisher
- Ability to manage and track multiple projects and priorities.
- Highly organized

Work Location: Corning Office/On the road

Please email resume to balliettp@csswfny.com