



## **JOB ANNOUNCEMENT**

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,**  
a public, state supported comprehensive institution, serving the six county district  
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

### **Outreach Specialist**

Full-Time, Non-Classified, Exempt Position

Bachelor's degree in education, counseling, social services, or an equivalent combination of training and experience that demonstrates the ability and skills to perform the duties and responsibilities of the position.

#### **Description:**

Serves as a consortium resource for three rural community colleges funded through the Department of Labor's America's Promise grant initiative. Essential job duties involve working with key personnel at Allegany College of Maryland, Eastern West Virginia Community and Technical College and Dabney S. Lancaster Community College (Virginia). Extensive travel within the consortium region will be a requirement for this position. The position is grant funded and employment is contingent upon the duration of the grant.

#### **Responsibilities:**

- ❖ Collaborates with key personnel to support the mission and goals of the America's Promise (AP220) grant.
- ❖ Coordinates outreach initiatives and supports the development of partnerships with businesses, education, and government agencies across the consortium region.
- ❖ Collaborates with key personnel to develop regional asset map, program intake and exit procedures, and accelerated career pathways leading to industry certification.
- ❖ Works with key personnel to ensure participant files are recorded accurately, remain up to date, and meet H-1B performance regulations as required.
- ❖ Conducts workshops, professional development, and training for key personnel.
- ❖ Provides program resources aligned with best practices in career development and job placement strategies.
- ❖ Supports case management with developing, revising, and updating Individual Employment Plans (IEP) for all participants.
- ❖ Must be able to effectively use technology to conduct meetings, conferences, and webinars when face-to-face is not available nor practical.
- ❖ Proficient communication skills both written and verbal.
- ❖ Must have spreadsheet and database management skills.
- ❖ Must be able to work independently with minimal supervision.
- ❖ When needed, must be able to work flexible hours including occasional early mornings, evenings, and/or weekends.

#### **Resume review begins immediately**

Search will remain open until the position is filled.

Please submit a letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position, a current resume, and three (3) professional references (names, addresses, e-mail, and phone numbers) to:

Human Resources Office  
Eastern West Virginia Community & Technical College  
316 Eastern Drive  
Moorefield, WV 26836  
HR Director: Carlos Gutierrez <Carlos.Gutierrez@easternwv.edu>  
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