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**Program Coordinator**

\*\*\*Job Announcement\*\*\*

The Fresno Regional Workforce Development Board (FRWDB) is a Joint Powers Authority between the City and County of Fresno, with a business-led model to help local organizations meet their workforce needs. We are currently seeking a detail oriented and highly motivated Program Coordinator to join our team. This position plays a pivotal role in the successful implementation, performance, and coordination of our programs and initiatives.

**Duties include, but are not limited to:**

* Provides program oversight in the administration of program services, applying a working knowledge of applicable federal, state, and local laws, regulations, policies, and directives in implementing and monitoring programs.
* Interprets and implements federal and state legislation as well as local policy and directives regarding performance standards, definitions, allowable activities, funding categories, and accountabilities.
* Provides technical assistance and guidance to the sub-recipients/contractors, including recommendations for staff development, to ensure that activities are carried out in accordance with federal, state, and local laws and regulations.
* Works directly with the Contract Facilitator in the development and review of contracts to ensure contracts are accurate and complete and meet the specific requirements for the funding source.
* Proactively and continually monitors contract deliverables, expenditures, and performance goals to ensure that the sub-recipient/contractor meets all deliverables and performance standards outlined in the contract.
* Generates, analyzes, and reconciles monthly and quarterly performance reports and queries and reports on program performance to management and staff.
* Assists in the development and implementation of local policies, Operational Directives, procedures, and services.
* Leads in the development of various grants and special projects and pilots as needed.
* Effectively collaborates with a wide range of partners ranging from sub-recipients’ contractors, funders, and similar stakeholders to communicate programmatic activities, performance and needs to guide and implement programs accordingly.

**Qualifications:**

* Four-year college degree in Public Administration, Business Administration, Human Resources, or a closely related field.
* 2 years of direct experience in recruitment, HR, or operations in a targeted sector or business support organization.
* Proven experience in project management, with the ability to manage multiple tasks and meet deadlines.
* Detail-oriented with a commitment to accuracy and compliance.
* Knowledge of the Workforce Innovation and Opportunity Act (WIOA) is preferred.
* Excellent organizational and communication skills.
* Proficiency in Microsoft Office Suite and project management software.
* Ability to work collaboratively in a team and adapt to changing priorities.

Excellent benefits package, including 100% paid health and Life insurance for the employee, 80% paid health for dependents. Paid vacation and company paid retirement plan with a 7% company contribution, educational tuition assistance program, and competitive salary DOE in the range of $52,332.80 to $58,676.80. **($25.16 - $28.21/hour)**

**Apply online through Sierra HR Partners. Make telephone inquiries by calling 559.431.8090**

 *An Equal Opportunity Employer*