



Job Announcement

BUSINESS SERVICES COORDINATOR - GOVERNMENT AND EDUCATION

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 seeking an experienced and motivated **Business Services Coordinator** to lead outreach, recruitment, and employer-driven initiatives in the **Government and Education** industry sector. The ideal candidate will be able to think strategically, gather information about general business needs, act as a clearinghouse of information on data and research, and solicit feedback to enhance quality services for the benefit of the business community. This position plays a vital role in bridging workforce gaps in the government and education sector by connecting businesses with job-ready talent and supporting participants in achieving meaningful employment.

Essential Duties include, but are not limited to:

- Oversee and lead recruitment initiatives, primarily in the government and education sector, to connect job-ready candidates with employers.
- Develop and implement outreach strategies to increase awareness of FRWDB Business Services, fostering stronger relationships with businesses and community partners.
- Track employer outreach activities in the designated employer information database system and take job orders to identify job-ready candidates who meet specific hiring criteria and needs.
- Collaborate with stakeholders to map and identify talent pipeline and services for the targeted sector(s).
- Provide technical assistance to business clients, from start-up to expansion.
- Provide direct service with Business Services Center programs, including facilitating Incumbent Worker Training (IWT) contracts, referrals to Fresno4Biz, and provide information on Human Resources (HR) supportive programs, including HR Hotline and information on HR and Leadership workshop series.
- Assess program participants' skills, work experience, and career interests to match them with suitable employment opportunities to ensure long-term career success.
- Maintain detailed records of participant and employer interactions, activities, and outcomes within the assigned case management system.

The ideal candidate will possess these qualifications:

- Bachelor's degree from an accredited four (4)-year college or university with a Major in Public Administration, Business Administration, Human Resources, or a closely related field **OR** two (2) years of directly related work experience in government and education recruitment, HR, or operations.
- A valid California Driver's License, personal automobile liability insurance, and a reliable vehicle are required.
- Ability to research and analyze business and industry-related topics to prepare and deliver effective presentations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Highly organized with effective communication, problem-solving, and time-management skills.
- Proficient in Microsoft Office Suite and other relevant software.

Position offers a competitive salary between **\$54,080 - \$58,240** annually with a generous benefits package including Medical, Dental, Vision, Life Insurance, PTO, Sick Time, and 401(k) with Company match.

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

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