



Sample Job Announcement: Workforce Development Coordinator

Guide: [insert name]

Interview Us! Office hours to be held on [insert date/s], reserve time at [calendly link]

Responses to frequently asked questions (FAQs) can be located here: [insert]

Resume Review Begins [date]

Priority will be given to applications received by [date]

Organization Overview

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, the Workforce Development Coordinator will work with the Trailhead team to further the organization's mission, to build a regenerative organization that actively works to reverse historical inequities within public health and within our organization, and to operate in accordance to our organizational drivers of collaboration, capacity, and justice. This person will ensure that a focus on inclusivity, diversity, and equity is incorporated throughout all components of their work.

About Your Program

Trailhead Institute is the leading, supportive and empowering catalyst that enables communities to make important decisions and enact critical initiatives aimed at delivering healthier futures and more positive environments. Trailhead Institute's Workforce Programs & Initiatives (WPI) activate public and environmental health career entry pathways and innovative workforce sustainability strategies and help develop and advance the evolving public and environmental health workforce. With an approach oriented toward equity and inclusion, WPI efforts engage partners across multiple sectors and interdisciplinary areas that influence public and environmental health. Primary focus areas include equitable recruitment and retention as well as supporting intentional public health career pathways and experiential learning.

Position Summary

The Workforce Development Coordinator level position will serve as a member of the [insert] team, being guided by the [job title]. Together with the workforce team, the Coordinator will support innovative workforce development and demonstrating progress toward statewide collaborative priorities.



This position's overall responsibility is to coordinate, organize, assess, and report on current workforce programs and initiatives. This includes: responsibilities, effort, FTE, etc.

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, this position will work with everyone within the Trailhead Institute team to further the organization's mission and operate in accordance to our guiding values of collaboration, curiosity, inclusion, innovation, and reflection.

Responsibilities

Coordination

- Support administrative activities, including agendas, notes, and partner engagement relating to training and learning experiences.
- Support program evaluation and progress reporting.
- Ensure collaboration with Trailhead teams, the WPI team and funded partners team to maintain a strong team-based environment that supports existing and future programs.

Operations

- Implement standard operating procedures and practices for the organization to ensure programmatic and funder compliance.
- Track progress on program and evaluation plans in accordance with funder timelines.

Finance

- In collaboration with the finance team, monitor and track workforce program stipends for trainees and host sites.

Organization-wide

- Consistently cultivate partner connections and relationships

Job Board Ad Title:

Minimum years experience (optional):

3-5 years of experience with undergraduate education or equivalent life experience.
3 years of experience with MPH/MPA, related Master's level education, or equivalent life experience.

Skills:

- Strong organizer of program-related documents and files.
- A successful track record in setting and coordinating multiple priorities.
- A team player, responsive to guidance and coaching.
- Responds well and flexibly to change and stressful situations.
- Meets deadlines while working independently and as a team member.
- Exhibits good interpersonal skills to meet and work with internal and external teams easily.
- Basic uses of survey software distribution and reporting functions (e.g. Qualtrics)

Key Characteristics:

- An entrepreneurial spirit, nimble and responsive in a dynamic, fast-paced environment
- Open to new ideas and willing to step outside of one's comfort zone, fail, learn from mistakes, and maintain a continuous improvement mentality
- Commitment to the mission, vision, values, drivers and strategic direction of Trailhead Institute
- Desire to promote this work in a professional and ethical manner
- Demonstrates satisfactory planning, organizing and prioritization skills while maintaining acceptable performance under pressure.
- Displays a responsible, professional, and appropriate manner, treating others with dignity and respect.
- Strive to provide timely, high quality resolution to community issues and concerns while supporting management and seeking support at appropriate times.

EEO Job Category:

This is a full-time exempt position with office facilities available for optional use in Denver, Colorado. This is a remote position with preference given to candidates based in Colorado due to the potential for in-state travel.

Hiring salary range for this position is **[\$[insert]]**. Trailhead Institute offers a generous benefits package including health, dental, vision, life, short-term and long-term disability, a free RTD EcoPass, and a 401k with employer match. To promote wellness and a healthy workforce, Trailhead provides generous paid vacation time, 80 hours of paid sick leave, and an additional 40 hours of paid COVID leave.

The salary for this position is provided by limited-term funding. If the funding ends, the position may be discontinued, and there is no guarantee for future employment with Trailhead Institute.



Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. Trailhead Institute welcomes applications from all communities, educational backgrounds and life experiences.

To Interview Us

We will be holding optional office hours during the two-week application period. This offers you an opportunity to schedule a 15 minute call and ask any questions regarding the job announcement or about Trailhead. Participation is optional and will not impact consideration one way or the other. If you are unable to make it to the scheduled office hours, check out our [Workforce Development Coordinator Q&A \[link to a shared file for public access\]](#). Sign up at [\[calendly link\]](#)

Application review will begin the week of [\[date\]](#). Applications will be accepted until the position is filled, but full consideration will be given to applications completed and received before [\[date\]](#). Only electronic submissions are accepted.

To Apply

Please apply via Trailhead Institute's online application system. You will be asked to upload your resume and job references. You will be given the opportunity to complete 5 questions in lieu of a cover letter. In addition, please upload two relevant work samples.

Job Board Ad Title: Workforce Development Coordinator

Minimum years experience (optional): 5 years of experience with undergraduate education or equivalent life experience. 3 years of experience with MPH/MPA, related Master's level education, or equivalent life experience.

EEO Job Category: Professionals

Exempt Status: [Exempt](#)

Job Questions Group: [these are required questions to answer in the online system and can be submitted in lieu of a cover letter; the following are the **General Job Questions**. Please see HR for any modifications]

- Tell us why you're attracted to this job and working with Trailhead Institute.
- What key and/or life experiences would you like to bring to this role?
- What experiences with justice, diversity, equity, and inclusion would you bring to this role?
- What else would you like us to know about you so that we best understand how you would approach this work?



- Did you participate in our 'Interview Us' 15 minute call?

Job Location: [state]

Choose Department to assign to this role: [department]