



Business Services Manager

Diane Cox
Executive Director

**Member
Governments**

COUNTIES

Franklin
Granville
Person
Vance
Warren

MUNICIPALITIES

Bunn
Butner
Creedmoor
Franklinton
Henderson
Kittrell
Louisburg
Macon
Middleburg
Norlina
Oxford
Roxboro
Stem
Stovall
Warrenton
Youngsville

Kerr-Tar Regional Council of Governments seeks a highly motivated individual to join a team of professionals who work to plan and implement collaborative projects in the Kerr-Tar region. This position, which is closely aligned with the Kerr-Tar Workforce Development Board mission and vision, is responsible for industry-related expertise based on career pathways, outreaching to and developing relationships with employers, successfully placing participants into jobs and providing ongoing retention services to both the employer and the participant. The position will work with the Partners for Reentry Opportunities in Workforce Development (PROWD) program. The Kerr-Tar Workforce Development Board (KTWDB) in partnership with Capital Area and Durham Workforce Development has received a U.S. Department of Labor & U.S. Department of Justice Reentry Program grant, called Partners for Reentry Opportunities in Workforce Development (PROWD), to provide career counseling, education and training, and job placement assistance to individuals currently or recently incarcerated in Chatham, Durham, Franklin, Granville, Johnson, Lee, Orange, Person, Vance, Wake and Warren counties.

The Business Services Manager duties include but are not limited to:

- Initiates and maintains ongoing personal contacts with a variety of business and industry representatives and job placement/training agencies;
- Evaluates the needs of employers and devises customized plans that address the needs of employers with training and development of job seekers that are qualified to meet business demands;
- Outreaches to businesses by making cold calls to potential employers;
- Explains benefits and employment support services provided by the Program to employers, including addressing employer's special needs;
- Collects data from employers related to job orders including job requirements and skills;
- Matches job skills with applicant qualifications; refers qualified applicants to employers;
- Coordinates and attends job fairs or other community meetings to conduct outreach and recruitment activities;
- Instructs in job seeking, application procedures, resume writing, interview preparation, and job retention skills;
- Provides job search/career information workshops and presentations;
- Provides labor market and community resource information;
- Works with Career Planners to exchange participant activity and progress data;
- Explores innovative strategies to obtain and retain talent with team and employers, such as customized and incumbent worker training options.

Graduation from college or university with a degree in business and 3-5 years working with the business community or an equivalent combination of education and experience that provides the skills and abilities to perform the job functions.

Salary will be competitive and based on experience. Kerr-Tar Regional Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; and flexible spending account.

Interested applicants should submit a resume and cover letter to info@kerrtar.org.

Position is open until filled with rolling interviews. Interested applicants are encouraged to apply early. Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, nondisqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.

All employment is decided on the basis of qualifications, merit, and organizational need. Position is open until filled.