

JOB POSTING – BUSINESS SOLUTIONS COORDINATOR (Kalamazoo)

POSTING DATE: October 2, 2024

POSITION SUMMARY

The Business Solutions Coordinator serves as the primary liaison between the Michigan Works! Southwest agency and service area employers. The Coordinator is responsible for interfacing with partners to ensure effective delivery of workforce development services by informing employers, job seekers, and community partners of available services and resources. Other duties include marketing and coordinating training opportunities, providing recruitment and retention services and current labor market information to employers, and participation in career fairs and business/community events.

This is a full-time exempt position requiring on-site work at the Michigan Works! Southwest Service Center located in Kalamazoo, with the opportunity for limited hybrid work. Regular travel within Kalamazoo and other service-area counties is required.

POSITION REQUIREMENTS

A bachelor's degree or a minimum of three years of relevant work experience is required. To thrive in this role, proficiency with computer software products, including Microsoft Office, Zoom, and Salesforce is necessary. The ability to establish and maintain effective relationships is required. Excellent interpersonal and communication skills are essential for creating positive interactions between the public, businesses, and Michigan Works! partners. Reliable transportation is required for travel within Kalamazoo, Branch, Calhoun, and St. Joseph counties.

WAGES & BENEFITS

This position offers a starting salary of \$50,000 - \$55,000 annually based on experience, as well as a generous benefit package. Offered benefits include health, dental and vision insurance, short-term extended medical leave, long-term disability, parental leave, and a retirement plan.

WHO WE ARE

Since 1932, the **Upjohn Institute** has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment. **The Center for Workforce Innovation and Solutions**, a division of the Upjohn Institute, is committed to pioneering best practices in workforce development through program development, operation, and evaluation, striving to ensure successful outcomes for job seekers, employers, and communities. **Michigan Works! Southwest**, within the Center for Workforce Innovation and Solutions, strives to build connections between job seekers looking to grow their careers and employers seeking quality candidates with the necessary job skills by staying abreast of employment trends and maintaining critical relationships with community partners, ensuring connections are made between employers, educators, trainers, and employees.

All applicants and participants of the Michigan Works! Southwest Workforce Development Programs will be provided equal opportunity to participate in and benefit from all programs, activities, and services without regard to race, color, religion, national origin, age, sex, height, weight, marital status,

disability, arrest record, or political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or other non-merit factors.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion, training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

HOW TO APPLY

Submit resume and letter of interest to hr@upjohn.org.