



Healthcare Talent Development Coordinator

Position Summary:

The Bay Consortium Workforce Development Board funded by the Claude Moore Foundation is seeking a highly motivated and dynamic Healthcare Talent Development Coordinator to join our team. This role will focus on career pathway development, regional system integration, and fostering strong partnerships with healthcare industry stakeholders and educational institutions throughout the region. The Healthcare Talent Coordinator will plan and execute events, workshops, and programs that support the professional development of healthcare talent while ensuring alignment with industry needs. The ideal candidate will have excellent communication skills, experience in public speaking, and a passion for shaping the future of the healthcare workforce.

Key Responsibilities:

1. **Career Pathway Development:**
 - Design and implement comprehensive career pathways for healthcare professionals across various roles, ensuring alignment with current and future workforce needs, including emerging fields like telemedicine and health informatics.
 - Collaborate with educational institutions to create clear, achievable educational and career progression routes.
 - Develop and maintain career development resources, including informational materials, guides, and digital content to assist professionals in their career growth.
2. **System Integration for Regional Healthcare:**
 - Act as a system integrator for healthcare talent development initiatives within the region, coordinating between local healthcare systems, educational providers, and community organizations.
 - Work closely with healthcare organizations to identify staffing needs and ensure alignment with available training and education programs.
 - Facilitate smooth transitions between academic programs and healthcare employment opportunities by building and strengthening relationships across sectors.
3. **Building Industry and Educational Partnerships:**
 - Develop and maintain strategic relationships with key healthcare industry leaders, educational institutions, and other relevant stakeholders to ensure the continuous flow of talent into the region's healthcare system.
 - Engage with healthcare organizations, colleges, universities, and training providers to explore and implement collaborative workforce development programs.
 - Act as a liaison to advocate for industry needs and ensure educational programs align with the competencies required in the healthcare sector, keeping up to date with changes in healthcare law and certification requirements.
4. **Event and Workshop Planning:**
 - Plan, organize, and execute events, workshops, seminars, and training programs designed to enhance workforce development within the healthcare industry.

- Coordinate with speakers, facilitators, and partners to ensure high-quality, relevant programming that supports professional growth and networking opportunities for healthcare professionals.
- Promote events and ensure broad participation from both healthcare professionals and educational institutions.
- 5. **Communication and Public Speaking:**
 - Serve as the primary spokesperson and public advocate for the healthcare talent development initiatives in the region.
 - Deliver presentations, keynote speeches, and workshops at industry events, conferences, and public forums.
 - Develop and distribute communications, including newsletters, updates, and reports, to keep stakeholders informed about career development initiatives and events.
- 6. **Data Analysis and Reporting:**
 - Monitor the effectiveness of talent development programs and events, gathering feedback and using data to make continuous improvements.
 - Prepare and present reports on workforce trends, program outcomes, and regional healthcare workforce needs to senior leadership and stakeholders.

Qualifications:

- Bachelor's degree in Healthcare Administration, Human Resources, Education, or a related field (Master's preferred).
- Minimum of 3-5 years of experience in workforce development, talent management, or related fields within the healthcare sector.
- Strong knowledge of the healthcare industry and regional workforce needs.
- Proven experience in public speaking, event planning, and program development.
- Excellent interpersonal skills with the ability to build and maintain professional relationships with diverse stakeholders.
- Strong written and verbal communication skills, with the ability to present complex information clearly and effectively.
- Ability to think strategically and collaborate across sectors to achieve workforce development goals.
- Knowledge of career pathways, educational trends, and training programs in healthcare is highly desirable.

Additional Skills:

- Project management experience and ability to handle multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite and other relevant software tools.
- Demonstrated ability to work independently and as part of a team.

Working Conditions:

- This is a one-year, grant-funded position with the potential to transition into a permanent, full-time role based on performance and industry support.
- Occasional travel may be required for meetings, events, and conferences.

Location:

GOVA Region 6 – City of Fredericksburg, Caroline, Essex, King George, King & Queen, King William, Lancaster, Mathews, Middlesex, Gloucester, Northumberland, Richmond, Spotsylvania, Stafford, and Westmoreland Counties.

Application Process:

Interested candidates should submit a resume and a cover letter outlining their qualifications and experience in healthcare talent development to Jackie Davis, Executive Director, Bay Consortium Workforce Development Board jdavis@baywib.org.