Job Opportunity
From the Placement Office of:
Northwest Iowa Community College
603 West Park Street, Sheldon, IA 51201
(712) 324-5061 or 800-352-4907

Company: Iowa Economic Development Authority
Des Moines, IA

Contact: Melissa Harshbarger

Email: Melissa.harshbarger@iowa.gov

Job Title: PROJECT MANAGER

Job Description: The Iowa Economic Development Authority (IEDA) is seeking a qualified candidate to join its team as a Project Manager on the Workforce Development and Regulatory Assistance Team. Primary responsibilities are: Manage programs which provide financial assistance for workforce training for Iowa business and industry, registered apprenticeship programs. This position works in close collaboration with Iowa’s fifteen community colleges and the U.S. Department of Labor Office of Apprenticeship for effective administration of these programs. Work includes reviewing and approving workforce training applications for financial awards and monitoring and maintaining current information on the status of awarded projects for compliance and completion. Assists Team Leader with program development, including research and data collection, providing guidance to key partners and providing program support to other Workforce Training project managers. Represents IEDA at workshops, trainings and similar events. The ideal candidate will have a high level of initiative, possess strong analytical and communications skills and have a strong attention to detail and high standard of quality. Work experience for a community college or working with community colleges desirable. Graduation from an accredited four year college or university with major course work in business, management or a related field and experience equal to two years of full-time work that involved responsibility for managing and executing grant programs; OR an equivalent combination of education and experience substituting one year of the above specialized experience for each year of the required education. Some travel throughout Iowa may be required. Position located in Des Moines at the Iowa Economic Development Authority.

Salary/Benefits: $49,670 - $77,064

Application Procedure: Send cover letter & resume to: Melissa.harshbarger@iowa.gov no later than March 7, 2016

Date: 2/23/16