

## Venango Area Chamber of Commerce | Education & Workforce Program Coordinator

### About Us

The Venango Area Chamber of Commerce is the premier business membership organization in Venango County, committed to building, serving, and promoting business growth for our members and the regional economy. Our dynamic team thrives in a fast-paced environment where ideas are valued, challenges are embraced, and collaboration drives success. Working here requires commitment, energy, flexibility, and creativity.

### Position Objective

Support the education and workforce initiatives of the Venango Area Chamber of Commerce to advance career readiness and workforce development in the Venango region.

### Position Summary

The Education & Workforce Program Coordinator will oversee, implement, and promote the Chamber's education initiatives, including the VenangoREADY program and its ForestREADY extension. This role involves building strong relationships with schools, businesses, and community partners to equip students with essential skills for employment and foster economic growth.

**Reporting To:** President/CEO and Education Manager

**Schedule:** 37.5 hours per week. It is the expectation that all staff of VACC will be willing to work occasional extra or overtime to support Chamber events and festivals.

**Compensation:** Hourly position. Pay rate contingent upon experience. Benefits include short- and long-term disability, life insurance, and 401(k). Paid time off.

**Location:** 100 Seneca Street, 5th Floor, Oil City, PA. Local travel and occasional evening or weekend hours.

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### Key Responsibilities

#### Program Coordination and Management

- Develop and implement strategic plans to achieve program goals, including oversight of the Education Committee.
- Build and maintain partnerships with schools, businesses, and community stakeholders.
- Coordinate and manage program activities, events, and workshops, ensuring alignment with objectives.
- Track participation and outcomes to measure success and identify improvement areas.

#### Event Planning & Execution

- Organize and facilitate education-focused events, workshops, and meetings.
- Collaborate with Chamber staff on major events, including the Oil Heritage and Cranberry Festivals.

#### Relationship Building

- Serve as the primary liaison between the Chamber, educational institutions, and the business community.
- Engage with local employers to align program focus with workforce needs and industry trends.
- Foster relationships with school administrators, teachers, and students to drive program participation.

## **Marketing and Outreach**

- Create marketing materials, social media content, and communication strategies to promote VenangoREADY.
  - Proficiency in tools such as Canva, Microsoft Publisher, and social media platforms is helpful.
- Represent the Chamber at community and educational events to increase awareness and engagement.
- Develop content for Chamber newsletters and reports to highlight program successes.

## **Research & Strategy Development**

- Conduct research on workforce needs and community challenges to inform program strategies.

## **Administrative Duties**

- Manage program budgets, ensuring effective and responsible resource allocation.
- Prepare reports detailing activities, accomplishments, and financial updates for leadership and stakeholders.
- Maintain accurate records of participants, events, and feedback.
- Perform other duties as assigned to support the Chamber's goals and initiatives.

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## **Qualifications**

- Bachelor's degree in Business, Marketing, or a related field (equivalent experience considered).
- Proficiency in Microsoft Office Suite, Google Workspace, and familiarity with CRM tools.
- Flexibility to work evenings and weekends for events.
- Strong commitment to community development and teamwork.
- Ability to lift 30 pounds.

## **Key Competencies**

- Exceptional project management and organizational skills.
- Strong problem-solving abilities and adaptability.
- Excellent verbal and written communication skills.
- Ability to engage diverse audiences, including students, business leaders, and community members.
- Understanding of workforce development, career readiness, and education systems (preferred).

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## **Why Join Us?**

At the Venango Chamber, this isn't just a job—it's a chance to make a real difference in Venango Area communities. The ideal candidate will gain valuable experience in community development, expand their professional skills, and contribute meaningfully in a supportive, team-focused environment. This role offers the opportunity to foster community engagement and empowerment while driving positive change in Venango County.

The Venango Area Chamber of Commerce is committed to creating an inclusive and supportive workplace where employees can grow and make an impact. Interested candidates are encouraged to apply by submitting a resume and a cover letter that details their interest and relevant qualifications to [chamber@venangochamber.org](mailto:chamber@venangochamber.org). See job posting at: [beherevenango.org/jobs](http://beherevenango.org/jobs).

Applications are accepted on a rolling basis until the position is filled.