September 12, 2019

**fcNET Liaison**

**POSITION:** fcNET Liaison

The Franklin County Network (fcNET) enhances economic development for greater Franklin County using a community approach to educate and train our workforce with the skills required to compete in the 21st century local and global markets.

**POSITION DESCRIPTION**

This stipend position is a part-time leadership opportunity requiring flexibility, initiative and passion for building a strong workforce in rural Maine. The Liaison maintains the autonomous nature of the Network and enhances the fcNET’s ability to respond quickly; while keeping an open-door policy for new participation. This candidate must proactively support initiatives to meet the changing needs of the community and recognize the opportunities to “grow the position” with the assistance and support of the fcNET member organizations.

**MAJOR DUTIES AND RESPONSIBILITIES**

* Build, maintain, and strengthen partnerships among educational and training institutions, service agencies, and businesses in Franklin County, Maine to develop a competent workforce
* Pursue / be the point person for securing funding opportunities via grants and other resources
* Coordinate events with partners under the auspices of the Network
* Point of contact for the Network
* Budget oversight
* Maintain a public presence
* Oversee a scholarship fund
* Complete periodic reports to membership and funders

**MINOR DUTIES AND RESPONSIBILITES**

* Attend partner meetings
* Coordinate quarterly meetings including inviting informative speakers and organizing work sessions for the group
* Coordinate Core Group meetings
* Update and monitor website and social media sites

**QUALIFICATIONS FOR THE POSITION**

*Required*

* Bachelors Degree
* Prior experience with grant writing
* 2 years working with/familiarity with local community resources
* Prior experience workings with adult learners
* A valid drivers license, issued in the United States

*Preferred*

* Ability to initiate independently
* Success in working independently
* Comfortable networking with small and large groups
* Excellent written, verbal and presentation skills
* Maintain a virtual office
* Attention to detail and follow-up

**KEY COMPETENCIES**

* Excellent written and verbal communications skills
* Computer skills including word processing and familiarity with social media platforms
* Collaboration and Team building skills/experience

**ADDITIONAL REQUIREMENTS OF THE POSITION**

Must have the ability to be flexible, travel in the Greater Franklin County area on a regular basis and periodically statewide

To ensure full consideration, materials should be submitted by October 10, 2019.  Materials received after that date will be considered at the discretion of the Network.  Incomplete application materials cannot be considered. Materials received after the initial review date will be reviewed at the discretion of the Network.

Email cover letter, resume and 3 references to [cwoodworth@greaterfranklin.com](mailto:cwoodworth@greaterfranklin.com)