

## Business Services Coordinator

The Lorain County Board of Commissioners is accepting applications for the position of a Business Services Coordinator within the Lorain County Workforce Development Agency.

The successful candidate will assist employers by assessing workforce development needs through workforce and economic development partnerships; will assist in preparing and executing strategies to meet business needs; will assist in identification of resources to meet training and/or workforce needs; will work with area employers to identify employment and work experience opportunities and will work directly with other key staff to find qualified candidates for referral and placement.

The successful candidate will serve as the County resource for workforce development incentives; will research and promote current information about all federal, state and local financial programs that can assist employers in building their workforce; will participate in Rapid Response activities including coordination of meetings convened between the local Rapid Response Team and impacted employers and employees; will be responsible for gathering and presenting information on current job vacancies and trends.

A Bachelor's degree in Business Administration, management, marketing or related field preferred; or equivalent combination of education and experience. Must be proficient in the use of Personal Computers and possess a working knowledge of current Microsoft Office products, including Word and Excel.

Candidates must possess a valid Ohio vehicle operator's license and maintain continuing eligibility for insurance coverage in order to apply for this position.

Lorain County is an Equal opportunity Employer and will make reasonable accommodations for qualified applicants with disabilities.

Submission of the [County Employment Application](#) is required; electronic submission of this application and related documents is preferred. If it is not possible for you to submit them electronically, you can still fax materials to (440) 329-5459 (*ATTN: Brenda Varady*), or send them through traditional mail. Unless a specific contact is listed in the position details, please mail all general application materials to:

**Personnel Dept. - ATTN: Brenda Varady**  
Lorain County Administration Building  
226 Middle Ave., Fourth Floor  
Elyria, OH 44035