**WorkLink Workforce Development Board**

**Position Announcement**

**Executive Director**

The WorkLink Workforce Development Board, located in Clemson, SC, is the designated WIOA (Workforce Innovation and Opportunity Act) service provider serving Anderson, Oconee, and Pickens Counties, South Carolina. WorkLink is currently recruiting for the position of executive director. This position serves as the chief executive officer of the organization. The executive director provides high quality policy and decision-making support to the leadership, committees, and members of a multi-constituency community board charged by federal law with facilitating action regarding workforce strategies and investments. The executive director provides strategic leadership on Board initiatives, builds partnerships with diverse stakeholders to achieve shared goals, and manages grant funds, staff, and consultants to accomplish the work of the Board, as well as to ensure compliance with all relevant laws and regulations.

The position requires strong leadership, organizational, decision making, coalition building, analytical, and communication skills. The position requires the attainment of at least an undergraduate degree in Business Administration, Management, Human Resources, Social Services, or a similar field. Previous professional experience with the Workforce innovation and Opportunity Act and supervisory experience are desired.

The salary range for the position is $ 69,962 to $ 105,967. WorkLink staff receive health insurance, retirement, and other benefits through the South Carolina Public Employees Benefit Authority.

This position is posted through April 25, 2023.

To apply for this position, please submit an application letter, resume, and at least three references by the application deadline. (Please note, applicants will be notified before contact is made to references.) Applications may be submitted by mail, E-Mail, or personal delivery, and should be submitted to,

Steven Pelissier

Executive Director

Appalachian Council of Governments

30 Century Circle, Greenville, SC 29607

Phone: (864) 242-9733

E-Mail: [pelissier@scacog.org](mailto:pelissier@scacog.org)

Mr. Pelissier may also be contacted for any questions regarding this posting.

The full position description is available on the WorkLink website and can be accessed through this link.

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