



**Louisiana's**  
Community & Technical Colleges  
*Changing Lives, Creating Futures*

## **Workforce Coordinator – Workforce Initiatives**

The Louisiana Community and Technical College System (LCTCS) invites applications for the position of Workforce Coordinator – Workforce Initiatives with FastStart, Louisiana Economic Development. This position is located in Baton Rouge and reports to Workforce Initiatives Program Manager, LED FastStart.

### **Position Summary:**

LED FastStart, Louisiana Economic Development's single-source, workforce solutions provider is building a world-class team to support Louisiana's workforce for new and expanding companies. Our primary focus is to assist companies in selection and training. We work with each company and develop and deliver customized training programs for their processes. We also develop innovative stackable certification programs designed to support high-priority industries in Louisiana. We are in partnership with the Louisiana Community and Technical College System (LCTCS) and Louisiana Workforce commission (LWC). Our commitment to our customers is 24/7 responsiveness through value added training materials and programs.

The LED FastStart Workforce Initiatives team develops and manages curriculums and programs for high schools and technical/community colleges in Louisiana. These programs allow students to receive certifications and associate's degrees that will lead to entry level jobs in a manufacturing environment.

The Coordinator for Workforce Initiatives will work on multiple LED FastStart workforce development programs to be delivered in schools and colleges across the state of Louisiana.

At least 3 years of experience using an online Learning Management System (LMS) is required. Experience with the Moodle LMS is preferred and experience with the Banner enrollment management system is highly valued. The ability to manage instructor and student registration; create pre-assessments, exams, and post assessments; post content; and troubleshoot problems in Moodle or a similar LMS without extensive training or supervision is required.

An understanding of LED Faststart's C4 Manufacturing, C4 Machining, and C4 Industrial Maintenance Curriculums is highly valued.

Excellent written and oral communication skills; the ability to work independently; and a proven track record of success in a team-oriented, highly competitive environment are requirements for the position.

This position will be domiciled in Baton Rouge, LA.

**Examples of Duties:**

- Provide technical and customer service assistance to instructors and students of programs housed in Moodle
- Manage registration process for both instructors and students
- Create and track performance on pre-assessments, exams, and post assessments for all programs
- Ensure integrity and quality control for all programs
- Keep track of the accuracy of student information in Moodle
- Compare Moodle information and instructor database information for accuracy
- Other duties as assigned

**Minimum Qualifications:**

- Minimum 3 years' experience using Moodle or similar Learning Management System

**Physical & Environmental Requirements:**

- Ability to multi-task and coordinate activities to ensure timely delivery of work product.
- Ability to travel and drive own or other vehicle to various locations as needed.
- Ability to carry up to 20 pounds on an as needed basis.

**Additional Requirements:**

A valid Louisiana Driver's License  
Proof of motor vehicle insurance

**In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.**

**Compensation:**

Compensation will be commensurate with education and work experience.

**Application Instructions:**

Applicants for this position should submit 1) a cover letter, 2) resume and 3) the names and contact information of three work-related references to:

Human Resources Specialist  
Louisiana Community and Technical College System  
265 S. Foster Drive  
Baton Rouge, LA 70806

or via email to [employment@lctcs.edu](mailto:employment@lctcs.edu).

Applications will be accepted until position is filled.

For more information about the Louisiana Community and Technical College System, visit [www.lctcs.edu](http://www.lctcs.edu). LCTCS is in partnership with Louisiana Economic Development FastStart and Louisiana Job Connection.

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