

Program Specialist (Hybrid/Telework)

TEXAS WORKFORCE COMMISSION

Who We Are:

Texas Workforce Commission connects people with careers across the state. While we are based in at Austin, 1117 Trinity St., Austin, TX, we have offices statewide and many of our positions are suitable for teleworking. We're a Family Friendly Certified Workplace with great work-life balance, competitive salaries, extensive opportunities for training and development, and fantastic benefits.

Who You Are:

A bright, ambitious, and savvy events manager who is responsible for organizing meetings and events for the Texas Workforce Commission. You are a great communicator who pays careful attention to details using information and resources to plan and execute successful meetings and events.

What you Will Do:

The Program Specialist III-IV performs complex to highly complex (senior-level) consultative services and technical assistance work. Work involves assisting with planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. May train others. Works under general to limited supervision, with moderate latitude for the use of initiative and independent judgment.

You Will be Responsible for:

- Plan, develop, and implement all aspects of the Texas Rising Star Early Educator Conference(s).
- Listen attentively to customer requests and keeping records of these requests.
- Manage and budgeting customer finances.
- Write bids and selecting an appropriate venue suitable for the type of event.
- Setup and facilitate Audio Visual needs for the conferences.
- Coordinate hotels, travel, food and beverage.
- Attend and monitor activities to ensure customer satisfaction.
- Review bills and approving payments.
- May travel up to 20%
- Performs other duties as assigned.

You Qualify With:

- Program Specialist III: Graduation from an accredited four-year college or university plus one year of full-time experience in the development, implementation, or interpretation of policies and procedures in a public or private agency.
- Program Specialist IV: Graduation from an accredited four-year college or university plus one year and six months of full-time experience in the development, implementation, or interpretation of policies and procedures in a public or private agency.
- All Levels: One year of full-time experience may be substituted for each year (30 semester hours) of education. Experience and education may be substituted for one another.

You Are a Great Fit With:

- Minimum of three (3) year's event planning/coordination experience required. Certified Meeting Professional (CMP/CGMP) preferred.
- Certified Contract Manager preferred. Must obtain 6 months after date of hire.
- Individual should possess an adaptive personality that can multi- task, be creative and always maintain a positive demeanor.
- Must be organized and demonstrate knowledge and level of expertise to organize events from inception to completion.
- Highly motivated self-starter who is engaging, resilient and resourceful with the ability to work independently, as well as part of a team.

You Gain:

- A Family Friendly Certified Workplace.
- Hybrid position with 1-2 days in-office a week as needed.
- Competitive salary: \$4,638.00/month
- Retirement Benefit Plan
- Optional 401(k) and 457 accounts
- Medical Insurance
- Paid time off, including time for vacation, sick and family care leave
- Additional benefits for active employees can be found at <https://www.ers.texas.gov/Active-Employees/Health-Benefits>

VETERANS:

Use your military skills to qualify for this position or other jobs! Go to www.texasskillstowork.com to translate your military work experience and training courses into civilian job terms, qualifications, and skill sets. Also, you can compare this position to military occupations (MOS) at the Texas State Auditor's Office by pasting this link into your browser:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

HOW TO APPLY:

To be considered, please complete a State of Texas Application for Employment and apply online at www.workintexas.com (Job #: 15658575) or in Taleo.

TWC is not considering applications from persons who require sponsorship for an employment visa.

A position utilizing this classification will be designated as security sensitive according to the Texas Labor Code, Section 301.042.