

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the state. Our mission is to help create an environment where economic growth can occur. Our job is to bring jobs, investment, and economic prosperity to the state of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce is seeking to fill a full-time Workforce and Diversity Planner position. This position is a full-time position in state government. Oklahoma Department of Commerce offers a comprehensive [Benefits Package](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit allowance, [\[Click Here\]](#). The annual salary for this position is up to \$55,000 based on education and experience.

Qualified applicants must submit a resume, cover letter, and a list of reference sources.

[Apply Online](#)

Review of applications will begin immediately. **The deadline to apply is Monday, February 20, 2023.**

POSITION:	Workforce and Diversity Planner (Programs Planner I)
DIVISION:	Community Development
OFFICE LOCATION:	Oklahoma City
SALARY:	\$48,000 - \$55,000
JOB NUMBER:	J-784

JOB DESCRIPTION & FUNCTIONS:

Under general direction, the Workforce and Diversity Planner will become the subject matter expert on Justice40 initiatives and regulations as they pertain to Federal grants administered by the Community Development division within ODOC. The incumbent will take the primary lead as project coordinator for a weatherization innovation grant in which ODOC is funded to assist with the development of workforce recruitment and outreach messaging, including promotion and execution of outreach materials and a toolkit. The successful candidate will primarily be assigned to collaborate with the energy team but may also be asked to assist other Community Development grants and programs, as needed, with diversity and equity projects related to Justice40.

RESPONSIBILITIES:

- Be the primary project coordinator and contact, under supervisor direction, for the U.S. Department of Energy Weatherization Assistance Program - Workforce Enhancement and Innovation grant project (WEI), of which ODOC is a partner, in collaboration with the [Interstate Renewable Energy Council](#) or IREC (who is the primary Grantee).
- Engage national partners, the [Oklahoma Association of Community Action Agencies](#), and other key stakeholders to promote the new IREC workforce toolkit and contractor outreach guides at remote and on-site events.
- Maintain relationships with subgrantees and contractors.



- Work with the ODOC marketing division to create awareness and promote marketing materials and videos for WAP workers and contractors throughout the weatherization Subgrantee network through various communication channels.
- Routinely track and report progress related to WEI grant deliverables, adjusting in response to project developments as needed.
- Deliver training to Sgrantees' and contractors on diversity, inclusion, and equity practices or procure training as appropriate.
- Become a subject matter expert on Federal requirements regarding [Justice40 initiatives](#) and regulations pertaining to grants administered within the Community Development division.
- Acquire data from primary or secondary data sources and maintain databases as needed on workforce and diversity demographics for Community Development grants and the WEI grant.
- Facilitate or lead other equity or workforce-related projects for grants within Community Development, as assigned by the supervisor or Division Director.
- Develop diversity, inclusion, and equity-related policies for Community Development grants and programs.
- Other duties, as assigned, to support the energy team and the division as a whole when needed.

KNOWLEDGE AND SKILLS:

- Must have Strong technical skills in Microsoft Office applications (e.g., Outlook, Word, Excel, PowerPoint, Teams, Power BI), the internet, and other applicable computer applications.
- Must have a strong curiosity and willingness to learn unique job positions (such as Retrofit Installer or Quality Control Inspector for the Weatherization Assistance Program).
- Must be able to identify, analyze, and interpret trends or patterns in complex data sets and convert raw data into charts and reports. Must have experience with demographic data.
- Must have some related experience in workforce development, training, and facilitation.
- Must have demonstrated experience in commitment to valuing diversity and equity issues and contributing to an inclusive working and learning environment.
- Must have excellent interpersonal skills in dealing with internal and external customers of various backgrounds.
- Must be able to take direction and operate independently when required.
- Experience in grant-funded or energy efficiency programs is preferred but not required.
- Experience with legal contracts, government regulations, or other complex policy documents is strongly preferred but not required.
- Experience in statistics is preferred but not required.
- Multi-tasking, flexibility, teamwork, and willingness to assist other employees in the division and the agency are vital to this position.

EDUCATION AND EXPERIENCE:

Requires a bachelor's degree, four years of professional workforce or related experience, or an equivalent combination of experience and education relevant to the position's requirements.

AA/EOE

