

## **WORKFORCE PROGRAM ADMINISTRATOR**

### **POSITION OVERVIEW**

The Workforce Program Administrator responsibilities include managing budgets, establishing policies and procedures, and managing daily activities related to the workforce program. The Administrator is responsible for ensuring our workforce development program runs smoothly and achieves its purpose.

### **DUTIES & RESPONSIBILITIES**

- Oversee all operations, activities and budgets for the workforce development program
- Lead fundraising efforts when needed and comply with grant funding requirements
- Review and improve applied standards and practices
- Prepare and monitor program calendar
- Reschedule or rearrange tasks and projects as necessary
- Hire, supervise and coach team members
- Manage relations with vendors or partner organizations
- Ensure compliance with all relevant regulations for the program
- Prepare reports on the programs' status, problems, accomplishments
- Recommend improvements and present ideas for new programming

### **KEY SKILLS & CORE COMPETENCIES**

- Proven experience as a program coordinator or similar role
- Experience in budgeting and fundraising
- Familiarity with industry-related laws and regulations
- Knowledge of recruiting processes
- Tech-savvy with working knowledge of time and project management software (e.g. Confluence, Basecamp)
- Strong organizational and leadership skills
- Exceptional communication skills
- Analytical thinking
- Problem-solving aptitude

### **QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university in Business or related field.
- Five (5) years professional experience in administrative services, workforce development, program management, or a related field.
- Two (2) years of direct supervisory experience.
- Valid Class 'C' Texas Driver's License.

### **Preferred Qualifications**

- Bilingual (Spanish) skills.

- Master's degree in business, education, or a related field

## ABOUT THE TEXAS RESEARCH AND TECHNOLOGY FOUNDATION

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The Texas Research & Technology Foundation (TRTF) and VelocityTX are San Antonio's champions for driving economic development in and around emerging technologies. We fund and develop innovative ventures, building San Antonio's bioscience and technology economy.

For over 35 years, the Texas Research Technology Foundation (TRTF) has been successfully promoting and developing emerging technologies and the life science industry in the San Antonio area.

Beginning in December 1986, Tom and Nancy Pawel gifted 1,514 acre of land for a research park to the TRTF and UT Health San Antonio established the institute of Biotechnology at the TRTF Research Park. In 1990, TRTF developed Research Plaza I/II which created facilities for growing bio companies. In 1993, BioMedical Enterprises, Inc. [BME] established manufacturing facility at the Research Park, and in 2000, UT Health and Cancer Treatment and Research Center develop labs and new facilities at the Research Park. And in 2015, Microsoft purchased land at the Research Park and established a Data Center.

In 2010, TRTF established the McDermott Pre-Seed Fund to provide early stage funding to small and startup ventures and the McDermott Legacy Fund to continue investing in emerging technology ventures. To date, the Fund has invested in 31 small, growing bioscience and technology ventures, either through direct investment, or through investment in local venture capital funds.

In 2017, TRTF purchased the five-acre Merchant Ice complex which is located near Ft. Sam Houston. The Merchant Ice complex is being developed as an innovation center and includes an accelerator/incubator

TRTF's primary purpose and objective is to establish a strategy centered around propelling economic growth in biotechnology especially focused on local start-ups and entrepreneurial development. A robust and growing life science industry is critical to San Antonio's future economic success and is dependent on the community's support of a thriving entrepreneurial culture and the ecosystem we invest in.

Our flagship initiative will be the development of physical space – the VelocityTX Innovation Center. Through VelocityTX, a subsidiary of TRTF, this innovation hub will create a nexus of expertise designed to facilitate access to local resources which launch, accelerate, and incubate innovative technologies, especially those related to the life sciences and military missions. The ultimate desire is to have a world-class hub of innovative activity as a part of an innovation district for science and technology that benefits the San Antonio community, the life science ecosystem, the military, and the network of partners.

## CORE VALUES

### INTEGRITY - ALWAYS DOING THE RIGHT THING

1. Being Honest and Providing Fair Treatment
2. Demonstrating Trust Through Every Interaction
3. Placing Our Collective Interest Above Ourselves
4. Being Reliable and Delivering on Expectations
5. Being Unified and Cohesive

VELOCITY - MOVING SUCCESS WITH MAGNITUDE AND DIRECTION

1. Having a Bias Toward Action
2. Demonstrating Skip Counting
3. Delivering Impactful Results with Speed
4. Working in Parallel

INNOVATION - PROACTIVELY CREATING THE NEXT MODEL

1. Accelerating New Ideas
2. Every Experience is a Learning Opportunity
3. Sustaining Momentum for New Innovations
4. Being Creative
5. Initiating Change

**TO APPLY**

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Please email your resume and cover letter to Jessica Harris at [jharris@trtf-id.org](mailto:jharris@trtf-id.org).