

# Programs Coordinator

## Workforce Development Board of South Central Wisconsin (WDBSCW)

Madison, WI | Full-Time

### Help Build Stronger Futures Across South Central Wisconsin

The Workforce Development Board of South Central Wisconsin (WDBSCW) is seeking a Programs Coordinator to support workforce development initiatives that connect individuals, businesses, and communities to opportunity.

If you are organized, adaptable, people-oriented, and passionate about meaningful work, this could be a great opportunity to join a collaborative, mission-driven team making a real impact across the region.

### About WDBSCW

WDBSCW serves Columbia, Dane, Dodge, Jefferson, Marquette, and Sauk counties by partnering with employers, schools, job centers, training providers, and community organizations to strengthen the regional workforce system.

Our work helps individuals access career pathways and supports businesses in finding and developing skilled talent.

Learn more about us at [WDBSCW](#)

### Position Summary

The Programs Coordinator supports the coordination, implementation, and ongoing success of workforce development programs and initiatives throughout South Central Wisconsin.

#### This role includes:

- Program coordination
- Partner collaboration
- Participant support
- Compliance and reporting
- Outreach and engagement
- Process improvement

The ideal candidate is comfortable managing multiple priorities, communicating with diverse stakeholders, and supporting both operational and participant-facing activities.

Regional travel throughout the six-county service area is required based on project needs.

## Essential Responsibilities

- Coordinate with community partners and service providers to support program implementation and service delivery
- Provide technical assistance and support to workforce system partners
- Assist with outreach, engagement, and communication activities
- Build and maintain collaborative relationships with job centers, schools, community agencies, and WIOA partners
- Support regional workforce initiatives and special projects
- Provide direct participant services and support when needed (in-person, remote, and hybrid)
- Connect participants to workforce resources and supportive services
- Help support positive participant outcomes and experiences
- Interpret and apply federal and state workforce development guidelines
- Monitor contracts, documentation, and program activities for compliance and quality assurance
- Maintain accurate records, data tracking, and reporting requirements
- Assist with operational updates, policy implementation, and process improvements
- Support program evaluation and organizational effectiveness efforts

## Qualifications

- Strong people skills with the ability to build relationships and provide great customer service.
- Organizational and communication skills that keep projects on track.
- Associate degree or relevant work experience in workforce development, social services, human services, education, nonprofit, or community-based programming.
- Comfort working with Microsoft Office Suite and related digital tools.
- A team player who's also self-motivated, adaptable, and thrives under deadlines.
- Valid driver's license and access to a vehicle (regional travel required).
- Ability to pass a background check (due to youth engagement).

## What We Offer

- Full-time position | \$48,000 – \$50,000 annually
- Monday–Friday schedule (Madison-based with regional travel)
- Medical, Dental, Life Insurance - 95% employer paid!
- 401(k) with employer match
- Paid holidays, vacation & sick time
- A supportive, mission-driven team culture
- Opportunities to grow your skills and advance your career

## **How to Apply**

Send your résumé and cover letter to:

[careers@wdbscw.org](mailto:careers@wdbscw.org)

Workforce Development Board of South Central Wisconsin

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Learn more about us at [wdbscw.org](http://wdbscw.org)