



Workforce Solutions Deep East Texas

Job Posting Notice

Education Liaison

Workforce Solutions Deep East Texas is seeking an Education Liaison. The Education Liaison is responsible for providing regional workforce intelligence to both internal and external audiences, ensuring education and training partners are aligned with labor market needs. This role establishes and maintains excellent working relationships with Independent School Districts (ISDs), Institutions of Higher Education (IHEs), employers of high-demand industries, economic developers, chambers of commerce, and other stakeholders. By building trust and conveying the value of Workforce Solutions Deep East Texas (WSDet), the Education Liaison fosters partnerships that increase access to high-wage, high-demand careers and develop approaches that are responsive to employer and industry needs. The position plays a vital role in connecting education and industry to strengthen the regional workforce pipeline.

To view the full job description, continue to the next page.

How to Apply

Submission of a current resume, cover letter, and 3 – 5 professional business references are required. Position is open until filled. Applicants are encouraged to apply early. Phone calls are not accepted.

EMAIL YOUR RESUME, COVER LETTER, AND REFERENCES TO:

TCAUTHEN@DETWORK.ORG

Workforce Solutions Deep East Texas is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws. Auxiliary aids and services are available upon request to individuals with disabilities.

Job Description

Job Information

Job Title:	Education Liaison	Job Family:	Program Support
Manager:	Executive Director	WC Code:	
FLSA Status:	Exempt	Eligible for OT:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Job Summary

The Education Liaison is responsible for providing regional workforce intelligence to both internal and external audiences, ensuring education and training partners are aligned with labor market needs. This role establishes and maintains excellent working relationships with Independent School Districts (ISDs), Institutions of Higher Education (IHEs), employers of high-demand industries, economic developers, chambers of commerce, and other stakeholders. By building trust and conveying the value of Workforce Solutions Deep East Texas (WSDet), the Education Liaison fosters partnerships that increase access to high-wage, high-demand careers and develop approaches that are responsive to employer and industry needs. The position plays a vital role in connecting education and industry to strengthen the regional workforce pipeline.

Essential Job Functions

Partnership Development & Engagement

- Develops and maintains relationships with ISDs, IHEs, training providers, and other education entities, with emphasis on career and technology programs that align with high-demand industries.
- Builds trust among school leadership, counselors, boards, and community stakeholders by conveying the value and services of WSDet.
- Represents WSDet at school board meetings, chamber committees, advisory committees, and other education and workforce-focused events.
- Collaborates to organize meetings and focus groups with educators and employers to identify gaps and implement action plans.

Labor Market Communication & Workforce Intelligence

- Researches, compiles, analyzes, and presents regional labor market data for education and community partners.
- Prepares labor market and wage analyses for school districts, IHEs, economic development entities, and chambers of commerce.
- Updates and disseminates workforce reports, including the monthly Local Area Unemployment Statistics (LAUS) and quarterly economic development reports, using data from the Texas Workforce Commission (TWC) and other sources.
- Creates and distributes accessible labor market information to target audiences including educators, students, and policy makers.

Program Support & Coordination

- Collaborates with WSDet leadership to align education initiatives with workforce strategies.
- Supports career awareness activities such as job fairs, industry presentations, and career pathway initiatives in schools.
- Assists with WSDet outreach efforts such as workforce e-newsletters, website updates, social media campaigns, storytelling articles, blogs, and videos.
- Coordinates and contributes to special projects and business services reports focused on education-industry alignment.



Employer & Industry Engagement

- Understands and effectively communicates opportunities for employers and schools through programs such as the TWC Skills Development Fund, Skills for Small Business, and the Texas Industry Partners Grant.
- Facilitates collaboration between education partners and employers to ensure training and curriculum align with local industry needs.
- Plans and coordinates events focused on industry and education collaboration.

Reporting & Accountability

- Maintains accurate records of engagement activities, data reports, and partnership outcomes.
- Provides regular updates to the Executive Director on education-industry initiatives and results.
- Performs related work as assigned.

Education and Skills Requirements

- Bachelor's degree in Education, Business Development, Marketing, Public Relations, Communications or related fields. Master's degree preferred
- Ability to strategically align stakeholders in developing a share vision
- Ability to travel frequently within the 12-county area.
- Exceptional interpersonal skills and must be comfortable communicating with education partners and industry partners at various occupational levels
- Experience writing well-organized, data driven progress reports
- May be required to utilize a personal automobile on an agency related business requiring a current valid driver's license and current automobile liability insurance.
- Skilled in networking and building relationships
- Strong analytical skills to process the data and present findings
- Strong presentation skills

Physical Demands and Work Environment

The work is performed in an inside office setting with moderate noise level, and outdoors as related to task performance. This job frequently requires the employee to stand; walk; sit; use hands; climb stairs; balance; stoop; kneel; read; talk or hear. The employee must lift and/or move up to 25-50 pounds. Specific vision abilities include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee should never attempt to lift more than 50 pounds.