



**DIRECTOR OF COMMUNITY EMPLOYMENT DEVELOPMENT  
POSITION ANNOUNCEMENT**

Butler County Community College (BC3) is currently accepting applications for the position of Director of Community Employment Development. This is a temporary, full-time grant funded position that will begin immediately continue until June 30, 2022 or as long as grant funds are available to support this position. May require an adjusted work schedule to meet demands.

BC3 is nestled in the rolling hills of Western Pennsylvania and only 45 minutes from the cultural life of Pittsburgh. BC3 is a vibrant comprehensive community college serving eight (8) counties with six (6) locations and nearly 4,000 credit students. Built on the former Oak Hills Golf Course and a farm, BC3 has a beautiful main campus on 329 wooded acres with a central Oak Grove. BC3 employs approximately 1,000 full- and part-time employees.

BC3 has 55 career and transfer programs. The College is going “all in” for its Shaffer School of Nursing and Allied Health. This includes the construction of a state-of-the-art Victor K. Phillips Nursing and Allied Health Building, program expansion, and the development of a Licensed Practical Nurse (LPN) Program. Private and public support has made this possible. BC3 offers unique programs such as Measurement Science/Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, and Park and Recreation Management. BC3 offers over 100 courses in online and distance education. In addition to degree programs, BC3 has a public safety training facility at its main campus that serves 15,000 students annually for business training, industrial safety training, and public safety – fire, EMS, Hazmat, and police training.

The impact of BC3 as an economic engine bolsters the regional economy and continues to contribute substantially to the regional workforce. With a focus on student success, faculty, and staff describe BC3 as a special place with a caring and collegial atmosphere that is unusual in today’s higher education landscape. For the fifth time since 2015, BC3 was named the #1 community college in Pennsylvania by Schools.com and BestColleges.com. To learn more about BC3, please visit [www.bc3.edu](http://www.bc3.edu).

Reporting to the Dean of Workforce Development, the Director of Community Employment Development is responsible for serving as the primary contact for Butler County’s Empowerment Initiative with a mission to create a county-wide culture of Empowerment, utilizing college and community resources for business and agency engagement, recruiting, and retention purposes through the promotion of the Twin Cities Rise! Empowerment training model. This position will support the community businesses and agencies by serving as a conduit for employment needs through this evidence-based model to empower new and current employees, and to empower and align job seekers to employment opportunities. Bachelor’s Degree from an accredited institution in Business, Marketing and Communications, Human Resources, Human/Social Services, or related field required. Master’s Degree from an accredited institution in Business Administration, Human Resources, or related field preferred. Three years’ experience in Business, Communications, Human Resources, Human/Social Services, or related field required. Sales, Marketing, and Networking experience preferred. Must possess and maintain a valid driver’s license and reliable transportation. Upon hire, employee will be required to obtain or provide current PA Child Abuse History, PA State Criminal, and FBI Fingerprint Clearances.

Review of applications will begin immediately. Interested candidates should complete the [employment application](#), and submit along with a letter of application, current resume, [copy](#) of college/university transcript(s), and names, addresses, and telephone numbers of three professional references to [HRJobs@bc3.edu](mailto:HRJobs@bc3.edu). Incomplete application packets and/or any materials regarding this position that is received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Applicants [currently](#) employed by Butler County Community College must

authorize in writing that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Christina M. Fleeger  
Executive Director of Human Resources/  
Equal Opportunity Compliance Officer  
Butler County Community College  
107 College Drive  
Butler, PA 16002  
[HRJobs@bc3.edu](mailto:HRJobs@bc3.edu)

Butler County Community College is an equal opportunity, affirmative action employer.