# U.S. Department of Labor Jobs — Workforce Development Specialist — Boise, ID, USA

**Hiring organization**
U.S. Department of Labor

**Employment Type**

**Industry**
Workforce Development

**Job Location**
Boise, ID, United States

**Date posted**
November 13, 2026

**Valid through**
2026-11-20

## Description

The **Workforce Development Specialist** career path combines workforce development, document management with practical support work relevant to **U.S. Department of Labor** and **Boise, ID, USA**. Daily work typically brings together supporting employment initiatives, preparing labor-market reports, and organized handovers between team members. Candidates can prepare by building skills in workforce development, document management, and careful communication.

## Responsibilities

- Supporting employment initiatives.
- Preparing labor-market reports.
- Maintain accurate digital records and follow up on missing information.
- Share progress with colleagues and keep departmental requests organized.

## Qualifications

- Comfort with common office tools, online forms, and digital documents.
- Clear communication, dependable follow-through, and attention to detail.
- Practical familiarity with workforce development and document management.

## Experience

Work, study, or volunteer projects involving workforce development can help build relevant experience.

## Skills

workforce development, Workforce Development Specialist, Office coordination, digital records, customer service

## Organization Website

Explore U.S. Department of Labor career and organization information.