

Workforce Development Program Manager

A full-time program manager is needed to provide oversight of all Workforce Development programs for a community-based adult education and training provider.

Qualifications:

- Bachelor's Degree required
- Minimum of 3 years of prior adult education and/or workforce development experience
- Teaching experience with young adult or adult population
- Creative problem-solving skills
- Excellent written and verbal communication skills
- Public speaking experience preferred
- Strong interpersonal and leadership skills
- Strong organizational and time management skills
- Excellent computer skills, proficient in Microsoft Office Suite
- Resourceful, creative, and flexible
- Committed to teaching and working with a diverse student population

Job Responsibilities:

- Oversees all workforce development (WD) training programs to include current & future programs
- Conducts assessments, interviews, intakes, and orientations of students
- Advises students and provides case management
- Oversees WD instructors and provides guidance as needed
- Community outreach - to include meeting with local employers, agencies, etc. to assess needs & develop partnerships
- Prepares and delivers presentations and information sessions
- Assists with planning & preparation of fundraising activities
- Prepares for and teaches classes as assigned
- Maintains accurate, complete, and up-to-date records
- Attends meetings and participates in professional development training as required
- Serves on the Program Development committee
- Assists with front desk coverage and other duties as assigned

This position is full-time. Salary will be based on experience. Criminal, FBI, and Child Abuse background checks will be required for employment.

To apply:

Applicants must submit a cover letter, current resume, and salary range to:
mtremblay@employmentskillscenter.org.