

Workforce Program Manager

Western Arkansas Planning & Development District

Western Arkansas Planning and Development District is looking for a Workforce Program Manager for our planning and development organization that serves the six-county area of Crawford, Franklin, Logan, Polk, Scott, and Sebastian Counties.

The job is a grant funded full time position with hours worked between 8:00 a.m. and 5:00 p.m., Monday through Friday. There will be occasional meetings outside of these hours with some travel.

The Workforce Program Manager reports to the Director of Workforce Development and will have the following responsibilities.

Position Overview

Day-to-day supervision of program staff that provide workforce services.

Essential Job Functions

- Work in partnership with the Director of Workforce Development on planning and supervising daily operational aspects of the workforce program.
- Work with program staff to implement operational strategies.
- Lead, supervise and hold accountable direct reports to meet program goals.
- Provide technical assistance and consultation, and expert guidance to program staff.
- Provide training and mentoring to staff on operational issues including onboarding new staff.
- Distribute program work assignments as appropriate.
- Attend program meetings.
- Represent the local Workforce Area at program-focused meetings statewide.
- Represent Title 1 at core and required partner functions.
- Pull program reporting numbers to ensure compliance with performance measure requirements.
- Review program performance goals and report progress to Director of Workforce Development.
- Review case files and notes to ensure compliance with WIOA regulations.
- Work with the Director of Workforce Development to complete program staff evaluations.
- Commit to continuous improvement by keeping informed of emerging trends, best practices, and new developments in the profession.
- Take the opportunity, whenever possible, to attend relevant workshops, classes, seminars, and professional conferences.
- The duties and job functions may not encompass all assigned activities and will include other duties deemed necessary by the Director of Workforce Development.

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Successful applicants must have:

- Bachelor's Degree in Workforce development, business, marketing, planning, public administration, community development, a combination of related education and 5+ years of experience.
- A valid Driver's license is required.
- Must be highly detail oriented, self-motivated, and able to multitask.
- Must be able to provide evidence of team leadership in previous employment.
- Must also work as a team member of a dedicated staff.
- Professional workforce designation or certification preferred.

To apply, please read the attached job description and submit your resume with references to wapddcareers@gmail.com. Resumes must be received by close of business on November 1, 2020.

EOE