



Workforce Development Program Manager

Focus: High School Ready-To-Work

The High School Ready-To-Work Program Manager serves as a Chamber liaison to the Region 3 Workforce Development Council and West Alabama Works. This position will provide wrap-around support services to program participants, overseeing WIOA based programs, and performing other duties as necessary to ensure that the program operates effectively and efficiently within the guidelines of the participating employers.

Qualifications:

- Bachelor's degree in Human Resources, psychology, counseling, human development, education, or a related field required.
- Any combination of education and experience that includes the knowledge, skills, and abilities to successfully perform the essential functions.
- Prior experience with workforce development a plus.
- Must possess and maintain a valid Alabama driver's license and current auto insurance.
- Must have reliable transportation for business use.

Duties and Responsibilities:

The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Coordinates High School Ready-To-Work efforts on behalf of participating employers
- Recruits new students to enter Ready-To-Work classes
- Organizes the WOW 2.0 Hiring Event for High School Seniors
- Coordinates students and businesses for the Signing Day event
- Subject Matter Expert (SME) inapplicable WIOA programs.
- Assists with curriculum instruction.
- Researches the local employment market using proven job development tools to identify prospective employers.
- Builds long-term relationships with local employers and agencies with the goal of develop an ongoing source of employment for participating employers.
- Clearly understands employer expectations.
- Assesses behavior cues to identify motivation and non-verbal communication that need to be modified to achieve success in the job search process.

- Attends meetings, seminars, and training sessions to remain knowledgeable of program operations and to promote improved job performance and communications; reads professional literature and maintains professional certifications.
- Composes, prepares, reviews, and/or approves a variety of forms, logs, requests, records, reports, correspondence, and documents associated with the daily responsibilities of this position.
- Accomplishes duties and responsibilities, with or without reasonable accommodations, in a timely manner.
- Meets regular attendance requirements.
- Maintains good interpersonal relationships with coworkers, clients, and the public.
- Performs other related duties as required.

Required Skills

- Ability to work collaboratively and independently
- Ability to speak and write persuasively
- Highly creative in developing approaches to problem-solving
- Superb organizational skills and critical thinking ability
- Ability to occasionally push, pull, lift, carry and/or move up to 50 pounds
- Ability to stoop, bend, squat, climb stairs, crouch, or kneel on an occasional basis

Accountability:

- Reports directly to the Chief Operating Officer (COO)
- Maintains a high ethical standard in dealing with information of a highly confidential nature
- Works cooperatively and positively with all Chamber staff members and West Alabama Works colleagues to promote an environment of excellence and teamwork

Compensation and Benefits:

- Competitive salary, commensurate with experience
- Health insurance (BCBS)
- Accidental Death and Dismemberment insurance
- Retirement Program
- Paid personal time off

Application Process:

Please send a cover letter, résumé, and references to:

Chamber of Commerce of West Alabama

ATTN: Donny Jones, Chief Operating Officer (COO)

P.O. Box 020410

Tuscaloosa, AL 35402

OR

donny@westalabamachamber.com & brittani@westalabamachamber.com

Application Deadline:

Friday, July 9, 2021