



# Workforce Development Program Manager

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## Focus: High School Ready-To-Work

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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 (Workforce Innovation and Opportunity Act) 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) in applicable 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 developing 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](mailto:donny@westalabamachamber.com) & [brittani@westalabamachamber.com](mailto:brittani@westalabamachamber.com)

### **Application Deadline:**

Friday, July 9, 2021