



New Job Posting

Workforce Development Programs Manager

Summary

To provide support for projects, research, and administration for Southeast AlabamaWorks.

The mission of Southeast AlabamaWorks is to identify & address the workforce needs of business & industry (B&I) by developing partnerships between educational systems, training providers, & job seekers.

The Council is business led and business driven and is an integral part of a comprehensive workforce development system serving individuals and employers.

Southeast AlabamaWorks currently serves Barbour, Butler, Coffee, Covington, Crenshaw, Dale, Geneva, Henry, Houston, and Pike counties in southeastern Alabama.

The Council works closely with the Alabama Departments of Commerce and Labor (ADOL), Alabama Community College System (ACCS), Alabama Department of Education (ALSDE), and other training providers.

Job Description

Southeast AlabamaWorks is seeking a *Workforce Development Programs Manager (Programs Manager)* to work with and assist the Director in coordinating, implementing, and executing all workforce development efforts in the region. The offices of Southeast AlabamaWorks are located within the Dothan Area Chamber of Commerce.

This position will assist in providing a point of contact for any private or public entity seeking information and assistance with workforce training in the southeast Alabama area. The Programs Manager will be responsible for assisting the Director in building alliances and coordinating efforts of local business and industry, training providers, employment agencies, Chambers of Commerce, EDAs, education officials, and elected leaders in all the counties within the region.

Duties and Responsibilities

- **Manage**
 - Identify, assess, and inform the Director of issues that affect the Council
 - Collect and enter data into the Regional Workforce Council Metrics Report, Project Management Tracker and Copper (CRM)
 - Work closely with staff and Council to advance industry development engagement and to achieve desired outcomes
 - Assist in maintaining current contact data on all Council and Board members, committees, industry clusters, resource providers, and other volunteers to the Council
- **Coordinate**
 - Assist with preparation, coordination, marketing, and promotion of all workforce development efforts of the Council at events
 - Assist in the preparation, coordination, facilitation, and execution of meetings, including but not limited to, one-on-one, industry cluster, executive committee, quarterly Council, and any others requested.
 - Assist with regular communication to and procuring updates from K-12, community colleges, and higher education officials about workforce programs and initiatives. Provide information to regional industry partners
- **Engage**
 - Participate in speaking events to publicize the programs of and supported by Southeast AlabamaWorks
 - Serve as Career Center, AIDT, and ATN liaison to help support needs across the region
 - Serve as job fair liaison for any instance when needed (New/Expanding Industry, Career Center/ADOL, Rapid Response, etc.)
 - Contribute to Southeast Worlds of Work planning and programming
- **Perform**
 - Grow and develop current programs and initiatives
 - Assist with social media and website updates
 - Assist in the management of the community college grant process
 - Assist in the development and management of industry needs assessment & training provider surveys
 - Assist in development and creation of Council promotional material for programs and initiatives
 - Research and execute grants and other funding opportunities
 - Other tasks including coordinating special projects as assigned

Minimum Requirements

- Associate's degree from an accredited institution or equivalent experience; Bachelor's degree is preferred
- Skillful in digital technology, including email and Microsoft Office programs PowerPoint, Excel, and Word; website design experience with WordPress is a valued skill
- Good working knowledge of the distribution, aviation and aerospace, construction and/or manufacturing industries, especially as it relates to the workforce needs of employers is ideal
- Working knowledge of career and technical education and/or workforce development issues
- Excellent verbal and written communication skills, including writing, editing and making presentations to groups and individuals
- Previous grant writing experience is ideal
- Exceptional people skills with an outgoing personality
- Strong organizational and time management skills
- Self-starter with a high degree of professionalism and able to perform job function with minimal daily supervision
- Must be adaptable to changing programs, workforce needs, and areas of focus
- Thinks "outside the box" to offer new ideas, concepts and solutions
- Capable of maintaining sensitive/confidential information
- Must be able to work normal hours of 8:00 a.m. – 5:00 p.m., Monday through Friday; Participation in occasional early morning, evening, or weekend meetings/events is also required
- Occasional overnight out-of-town travel is required; Must have driver's license, automobile insurance, and a reliable automobile for travel within the region. Program Manager will be reimbursed for all approved business travel expenses
- Successful candidate must reside within the 10-county region or be willing to re-locate to the 10-county region at their own expense
- Successful candidate must pass background check and drug screening.
- Ability to perform all essential functions of this position, including regular and predictable attendance, the ability to get along well with others, and represent the Council in a professional and positive manner at all times

Accountability

- Reports directly to the Director of the Southeast AlabamaWorks while also being responsive to the Executive Director of the Dothan Area Chamber of Commerce, and the Chairman of the Southeast AlabamaWorks
- Clear communication and collaboration with the Director is a critical component of the day-to-day work
- Accountable for timely, professional, and friendly response to Council members, industry partners, and workforce volunteers
- Maintains a high ethical standard in dealing with information of a highly confidential nature
- Works cooperatively and positively with all Council members and volunteers to promote an environment of excellence and teamwork
- Exhibits a total commitment to maintaining high quality service standards; demonstrates excellent skills in dealing proactively with B&I representative, Council members, public officials, visitors, colleagues, and all regional contacts

Compensation

- The Program Manager will be hired through the Dothan Area Chamber of Commerce
- Salary commensurate with education and experience
- Competitive compensation package including health insurance and optional 401k participation
- Health and dental insurance (BC/BS)
- Accidental Death and Dismemberment Insurance
- Short-Term and Long-Term Disability
- Life Insurance
- Vision insurance
- Paid Time Off (PTO)

Application Process

- Email cover letter, resume, and references to: *sealawdc@gmail.com*

Application Deadline

- **September 3rd, 2018**

Southeast AlabamaWorks provides equal employment opportunities (EEO). It is the policy of Southeast AlabamaWorks that no person shall, on the grounds of race, color, religion, sex, national origin, age, disability or genetics, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment. Southeast AlabamaWorks will make reasonable accommodations for qualified disabled applicants or employees. Southeast AlabamaWorks reserves the right to withdraw, modify, or extend this job announcement at any time prior to the awarding of the position.