



POSITION TITLE: Workforce Development Manager

STATUS: Full-Time

REPORTS TO: Director of Programs, Michelle Desideri

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Workforce Development Manager

Youth Crossroads supports youth, guiding them through life's challenges, and inspiring them to discover new opportunities for personal development, healthy relationships, and positive community involvement. We seek to provide youth with a comprehensive system of support, positive structures, and role models to help them navigate the personal and academic challenges they face in their daily lives, including counseling services, mentorship, tutoring, after-school enrichment programs, youth leadership training, college and job readiness, and community service. All YC services are provided with a culturally affirming and trauma informed approach.

Qualifications:

- Bachelor's degree in behavioral sciences or related field or 5 years Workforce Development experience preferred;
- Previous experience, training, or knowledge about workforce development, candidate screening and project management
- Ability to work independently, prioritize, organize, problem solve and exercise good judgement with minimal supervision
- Skilled coordinating a variety of projects simultaneously
- Ability to demonstrate flexibility and creativity
- Must possess an extensive understanding effective job posting strategies and resources
- Must have knowledge in resume building, interviewing, networking, and social media;
- Working knowledge of MS Office Suite (Word, Excel, PowerPoint) and basic internet research techniques
- Great follow-up skills
- Knowledge of Salesforce and/or Constant Contact is a plus
- Strong organization and interpersonal skills are required
- Able to work effectively under time pressure and/or deadlines
- Experience drafting job descriptions is a plus
- Excellent verbal and written communication skills

- Willingness to work flexible, varying hours, including evenings and weekends as needed

Primary Responsibilities

- Ensure assigned program activities and grant requirements are implemented successfully
- Identify, develop and maintain workforce development partnerships and network with other program coordinators
- Develop effective working relationships with employers and maintain regular contact in order to monitor employment satisfaction
- Assess the staffing needs of businesses and track employment placement and retention outcomes for program participants
- Screen job seeker resumes, facilitate interviews, provide quality referrals to employers for employment and maintain an updated internal candidate pool
- Assist in developing program marketing materials including brochures and other methods to advertise program services
- Market all programs to businesses and community-based organizations
- Prepare materials for and support completion of monthly reports and budgets as requested
- Gather, analyze, and process program data
- Create, maintain, and/or supervise an effective filing system to support programs and client relations
- Organize, plan, and execute workforce development events, including annual job fair, as necessary for various assigned projects
- Create annual curriculum and program plans
- Participate in professional development through appropriate conferences, workshops, seminars, or webinars
- Provide input and make recommendations for improvements to programs and the department
- Perform other related duties as assigned by Director of Programs and/or Executive Director

Salary & Benefits:

Salary will be competitive and commensurate with experience. Youth Crossroads, Inc. offers generous benefits, including medical/dental coverage, vacation and sick leave.

Youth Crossroads, Inc. is an equal opportunity employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, or current employment status.