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DIVISION OF GRANTS ADMINISTRATION

[As the WIA Title I Administrator, and acts as the Fiscal Agent for the Merrimack Valley Workforce Investment Board (MVWIB)]

POSITION VACANCY NOTICE

(OPEN TO IN AND OUT OF HOUSE CANDIDATES)

POSITION TITLE: YOUTH WORKFORCE PROGRAM MANAGER

REPORTS TO: MVWIB DIRECTOR

JOB GRADE: 5 (non-union)

POSITION SUMMARY:

The Youth Workforce Program Manager shall provide vision, leadership, and support to the MVWIB and its Youth Council in the implementation of workforce development strategies and programs that assist youth in preparing for success in the labor force. The Youth Workforce Program Manager shall develop and coordinate cooperative relationships with communities, school districts, and businesses in the region to ensure local youth are adequately trained and prepared to meet the needs of local industries, businesses and employers and that youth possess the skills they needs to make informed and productive life choices.

DUTIES & RESPONSIBILITIES:

- Plan, direct, organize, and oversee all functions and activities of the Youth Council.
- Assist the Youth Council in developing innovative youth workforce development initiatives within the region and ensure that objectives of the Youth Council are in line with the MVWIB Workforce Development Blueprint.
- Implement youth workforce development initiatives identified by the Youth Council and approved by the MVWIB.
- Represent the Youth Council to local employers, service providers, organizations, regional collaboratives and public officials at the local, state, and federal level.
- Develop and maintain partnerships with school officials, business leaders, community-based organizations, and legislators to promote Youth Council objectives.
- Provide support to the Youth Council Chairperson.
- Conduct research, collect data, and review relevant legislation to keep Youth Council updated on youth trends and issues that will inform regional policy in keeping with federal, state, and local directives, as well as with MVWIB Blueprint recommendations.
- Develop regular reports and communications to inform the Youth Council, similar stakeholders, and grantors of various regional youth programs, initiatives and activities.

- Coordinate programs, initiatives and related efforts throughout the region to develop and maintain a youth-serving system.
- Work in concert with MVWIB Director, school districts, local officials, and business leaders to propose new Youth Council members for nomination.
- Ensure compliance with all federal and state WIA regulations and requirements.
- Work cooperatively with the Division of Grants Administration in the development of the Annual Plan, the Five-Year Local Workforce Development Business Plan, Requests for Proposals, all associated budgets, and all reports as required by grantors.
- Work cooperatively with the Division of Grants Administration on the oversight and performance evaluation of the WIA Title I Youth programs and frameworks services.
- Other related duties as may be assigned by the MVWIB Director.

QUALIFICATIONS:

- Bachelor's degree (Master's preferred) in education, social services, or related field.
- Minimum of five years progressively responsible experience in education, social services, or related field.
- Strong background in education.
- Grant-writing experience.
- Strong interpersonal, organizational, communication skills.
- Strong team-building skills.
- Intermediate computer proficiency.
- Familiarity with public sector.

POSTING DATE:

Thursday, August 28, 2008

APPLICATION DEADLINE:

Wednesday, September 10, 2008 @ 4:00 p.m.

PLEASE SUBMIT RESUME TO:

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