



## Job Description - Position Profile

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**Position Title:** Workforce Ready Program Manager

**Reports To:** Chief Workforce Development Officer

**Classification:** Salaried-Exempt

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### **Position Summary:**

The Workforce Ready Program Manager (WFRPM) reports to the COO and is responsible for overseeing a range of community relations, marketing, communications, reporting and program implementation to enhance awareness, participation and outcomes. The WFRPM has responsibility for outreach functions including participant recruitment, community engagement, and business partnerships.

### **Primary Responsibilities**

- Ensure accurate records are created and maintained for participant activity, achievements and outcomes.
- Manage the creation and execution of an overall workforce and community outreach and engagement plan by raising awareness of SAFE's programs and services.
- Design and implement evaluation tools to gauge and ensure program and engagement impact.
- Assist in grant writing and reporting for workforce development programs.
- Supervise workforce development program staff.
- Monitor the success of workforce and community engagement strategies, participation levels, budgets, and participant outcomes. Make course corrections as necessary.
- Analyze the local and regional landscape to identify opportunities to support SAFE's programs and services to participants and the community.
- Foster positive and collaborative relationships with community residents and leaders, potential program participants, other local nonprofits, schools and colleges, civic organizations, businesses, and other target groups.
- Collaborate with other Program Managers to coordinate program needs and participant recruitment goals.
- Represent SAFE in community initiatives and at events that support the organization's mission, goals and strategies.
- Recruit eligible participants for SAFE's workforce development programs.



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- Responsible for accurate and timely reporting of all workforce ready documents to the appropriate funding sources.
- Undertake any secondary tasking and responsibilities deemed necessary.

### **Knowledge, Skills and Abilities:**

- Technology skills including expertise with Microsoft Office and database management; willingness to learn new applications and identify innovative ways for technology to support organizational objectives.
- Project management skills: ability to multitask, problem-solve, prioritize, delegate, and to create systems and processes.
- Excellent knowledge, skills and abilities in data analysis and insight generation, translation of complex issues into actionable efforts.
- Ability to work in a fast-paced environment and juggle multiple priorities, and able to react and adjust quickly to changing conditions.
- Excellent communication skills; able to communicate effectively and articulately in writing and orally.
- Solid relationship management skills enhancing internal organizational relations and external community interactions.

### **Qualifications:**

- Minimum three years' experience in job/participant recruitment, corporate community relations, project management, community organizing, or other related areas required.
- Bachelor's degree in human services, marketing, social work, public policy or related area of study preferred.
- Driver's license and valid transportation required.
- Some evening and weekend hours required.

### **Essential Functions/Physical Requirements:**

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.



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The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE Family Services Center are employees "at-will." Additionally, an employee will not be reimbursed for accumulated leave upon either voluntary or involuntary separation from employment. I have read and understand the responsibilities and requirements of this position.

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Employee Signature

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Date

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Manager / Supervisor

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Date