

**1 Urban League Twin Cities
Job Description**

Job Title: Manager-Workforce	FLSA: Exempt	Salary: \$65k-\$75k
Intersection: Workforce Solutions	Program/Dept: Workforce Programs	
Reports to: Workforce Director	Number of Direct Reports: up to 6	

Position Objective:

The Workforce Manager reports to the Workforce Director and is primarily responsible for day-to-day activities and functions of the program. The Workforce Manager supervises Workforce staff and coordinates projects to ensure they benefit one another and meet organizational and workforce goals. The Manager organizes, plans and implements various programs and activities to ensure and improve workforce efficiency, assists Workforce Director in building long-term goals for workforce projects, and project budgets; and ensure they align with ULTC’s mission and the workforce program’s goals. The Workforce Manager also represents the agency in the community at tabling events and other recruitment opportunities. The Workforce Manager also monitors, reviews and assesses the strengths of the programs to determine any areas of improvement.

Major Job Functions & Responsibilities:

The Program Manager is responsible for managing the development and implementation of programs that support Workforce Department’s main objectives. The primary duties include:

- Organizing daily activities based on organizational and Workforce goals
- Devising new programs that support the organization’s objectives
- Developing sustainable goals of Workforce Department
- Evaluating and assessing the programs’ strengths and weaknesses
- Monitoring projects/programs and managing Workforce staff to ensure goals are met
- Working with the Workforce Director to improve strategies
- Meeting with stakeholders to discuss program status and goals
- Working with Department Director to develop budgets and plans for the programs
- Supervise the program’s staff
- Schedule program work and manage outcomes
- Manage daily operations, coordinate the activities of the program and set priorities for managing the program, including operating program components
- Manage marketing and outreach to the community including tabling events in the community
- Prepare or assist in the preparation of grant requests and funding continuation
- Manage and grow the IT Institute

Required Knowledge, Skills & Abilities:

- High level of management and leadership skills
- Ability to schedule and manage tasks effectively
- Conflict resolution and problem-solving skills
- Risk management
- Written and verbal communication skills
- Cost control and budgeting skills
- Teamwork and motivational skills
- Organizational and multi-tasking skills
- Ability to coordinate with professionals from different backgrounds, working at different organizational levels
- Demonstrated skills at establishing public relations and employment networks
- Current knowledge of labor market information

Qualifications:

- BS/BA degree in related field required
- Minimum of 3 years' experience in workforce development
- Demonstrated knowledge of workforce development goals, initiatives, and resources
- Excellent organizational skills with an ability to prioritize and complete multiple projects under stringent deadlines, and to respond to changing priorities, is essential
- Proficiency in a variety of computer software applications
- Excellent interpersonal skills are essential
- Prior Workforce one (WF1) experience or ability to learn the WF1 client management system within 30 days is desired.
- Must have Valid Driver's License and Valid Auto insurance.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.