

## **Benton – Franklin Workforce Development Council (BFWDC)**

**Vision:** The BFWDC contributes to our prosperous community by elevating the human potential

**Mission:** Promoting a prosperous community by providing a progressive workforce system

<b>Position Title:</b>	<b>Community Programs Manager</b>
<b>Reports to:</b>	<b>Chief Operations Officer (COO)</b>
<b>Type of Position:</b>	<b>Full – Time Exempt</b>
<b>Salary:</b>	<b>\$70,000 - \$80,000</b>
<b>Benefits:</b>	<b>Full package provided/available</b>
<b>Schedule:</b>	<b>4-10s work week, Monday through Thursday</b> <b>Hybrid schedule with 50% remote work option available</b>

Are you a leader? Do you have management experience? Is it important for you to know that what you do makes a difference?

If **YES** to all the above, please read further because we have an opportunity for **YOU!**

### **SUMMARY:**

The BFWDC is seeking a team focused individual with exemplary work ethic, who can meet the dynamic standards of the Community Programs Manager position. This role is crucial to the growth of our organization and requires a professional with a diverse skill set that is willing to take on challenges, seek new opportunities, and provide meticulous oversight of their assigned programs. An open mindset in conjunction with the internal motivation and discipline to adhere to deadlines and policy is the perfect example of the traits an applicant would possess. This position currently manages three (3) grant programs and supervises one staff.

### **EDUCATION/EXPERIENCE:**

- Bachelor's degree from a four-year college or university in the fields of Public or Business Administration, Social Sciences or related field is preferred
- At least three (3) years progressively responsible management experience in a social services or private non-profit agency is preferred
- Demonstrated professional experience, as well as military service can be used in lieu of education
- Knowledge of the Workforce Development System is preferred
- Bilingual skills (English/Spanish) preferred but not required

### **MAJOR RESPONSIBILITIES:**

1. Provide oversight and monitor community grant programs. Current community grant programs include:
  - I. Outreach to Historically Disadvantaged Communities
    - Connect historically disadvantaged communities to workforce related state services. This position will directly supervise the Communications Coordinator who works on this grant.
  - II. Community Development Block Grant
    - Funds positions to aid emergency food program services in response to COVID-19
  - III. Economic Security for All
    - Training and employment services to raise rural families out of poverty
2. Conduct continuous quality improvement reviews to ensure compliance with policies and procedures
3. Research programs and maintain expertise in allowable services, providing guidance to subrecipient

4. Maintain competency level regarding the functionality of the Self-Sufficiency Calculator website and provide technical assistance to subcontract staff and partners
5. Actively participate on committees at local, state, and national level
6. Work towards local quality program service delivery by participating in best practices implementation
7. Create and provide tools such as desk aids and notices to improve program operations
8. Work alongside COO to identify and pursue new funding, as well as develop operating strategies, plans, and procedures within the programs
9. Submit quarterly reports to appropriate funding sources
10. Convene contractors, partners, and community stakeholders serving disadvantaged populations
11. Attend networking meetings and events necessary to conduct program outreach
12. Develop and present reports at BFWDC Committee and Board meetings
13. Conduct monitoring of sub-recipient contractors
14. Promote and represent the BFWDC and workforce programs to the community

### **QUALIFICATIONS/KNOWLEDGE/SKILLS/ABILITIES/ATTRIBUTES**

1. Demonstrated ability to establish and maintain effective relationships and partnerships
2. Strong analytical and problem-solving skills
3. Strong interpersonal, communication, written, facilitation and presentation skills
4. Demonstrated ability to work independently with minimal supervision
5. Demonstrated ability to manage a staff
6. Public speaking and presentation development skills
7. Efficient computer skills, proficient with Microsoft Office applications
8. Excellent organizational skills with demonstrated ability to execute projects on time
9. Ability to work with colleagues, board members, system partners, businesses, and other community organizations effectively in outcomes-based setting
10. Ability to read and analyze legal documents as well as author business agreements such as contracts
11. Experience with government reporting preferred
12. Possess strong time management skills
13. Familiarity with standard business processes

### **WORKING CONDITIONS:**

1. Properly licensed and insured automobile as well as a valid driver's license required
2. The position will require some travel with most being within the BFWDC region

### **TO BE CONSIDERED:**

All resumes must be submitted to the attention of: Tiffany Scott, Benton-Franklin Workforce Development Council, 815 N. Kellogg Street, Suite C, Kennewick, WA 99336. Submissions can also be made via e-mail at [admin@bf-wdc.org](mailto:admin@bf-wdc.org). All resumes must be received on or before June 12th, 2022.

### **Equal Opportunity**