



## POSITION DESCRIPTION

### VP, Workforce Development Services

#### **POSITION SUMMARY:**

The [Network of Jewish Human Service Agencies](#) is seeking an experienced and collaborative leader to assume the newly established, full-time position of **VP, Workforce Development Services**. This position will serve as the lead staff for NJHSA sponsored initiatives, trainings, advocacy efforts and other program offerings related to the workforce development service arena of NJHSA member agencies. The VP, Workforce Development Services will also assume primary responsibility for the implementation of the NJHSA's newly created US national Jobs Initiative, which is being established with dedicated grant funding, and will direct all NJHSA sponsored efforts related to workforce development services.

The Jobs Initiative will connect those in the Jewish community and others who have been impacted by COVID related job loss with access to an extensive continuum of services via virtual platforms, regardless of the requesting client's home location. This initiative represents the first of its kind effort to build an integrated virtual network for national service delivery. The program will be administered in partnership with 19 US NJHSA member agencies and coordinated by NJHSA, in partnership with Jewish Federations of North America and collaborating support from JPRO Network. The Jobs Initiative's objectives include:

- Supporting impacted Jewish community members and employers.
- Strengthening the capacities of NJHSA agencies to provide comprehensive employment and related support services.
- Drawing on the strengths and connections of Jewish Federations to support the engagement of employers and to facilitate local community outreach.
- Developing a leadership pipeline to integrate this model following the initial program launch period.

The successful candidate is passionate about the Jewish human service sector and the workforce development field and embraces the vision of the Network to advance and strengthen that sector. The candidate is able to coordinate a multi-faceted program, engaging the many partners and facilitating their working together to achieve the program's objectives. This position is structured as a remote position and may require national travel. The VP, Workforce Development Services (VPWDS) reports to the CEO.

## **RESPONSIBILITIES:**

- Provide lead staffing for the NJHSA Workforce Development Executives' and Professional's Affinity Groups; working closely with the leadership of both Groups to develop and implement successful learning agendas and efforts.
- Coordinate the development of a national continuum of virtual employment services in partnership with the 19 NJHSA member agencies participating in the Initiative.
- Create a working cohort of participating agencies and facilitate regularly scheduled meetings of the cohort.
- Develop a system for sharing information among the cohort, ensuring the smooth delivery of services and monitoring the work of the cohort.
- Market the continuum of services and evaluate its impact.
- Report as required on the program's progress to NJHSA's Grants and Opportunities Committee, funders, etc.
- Facilitate the development of an online centralized intake process (via the JFNA *Jewish Together* platform and with links on websites of participating agencies, all Jewish Federations and NJHSA member agencies) to direct those in need of employment assistance to career services staff and to develop and engage employer connections to facilitate job placements.
- Develop a national employer panel to cultivate relationships with employers and to facilitate job placements with an eye on creating talent pipelines.
- Work in partnership with Workforce Interventions Network (WIN) to pilot a virtual workshop series targeting those who have previously never experienced job loss and to provide training to staff at member agencies to facilitate the workshops. Partner with WIN on research to determine the workshop series' efficacy to different settings with a variety of clients.
- Develop an understanding of federal regulations including WIOA, TANF, etc. and stay abreast of any changes that occur in legislation that affect American workers (i.e., unemployment compensation, changes in social safety net, )
- Work closely with NJHSA Washington Representative to schedule meetings with Senate and Congressional representatives to ensure that government understands the workforce needs of the clients utilizing NJHSA member services across the nation.
- Build and maintain relationships with national and international workforce organizations, think tanks, and NGOs that allow NJHSA to showcase its reach and idea share.
- Serve as a conduit of information among federal government, employers, NJHSA and local affiliates.
- Partner with Coro: New York Leadership Center to engage participating Jobs Initiative agency staff in a virtual leadership development cohort. (Coro will provide training to support a learning and assessment effort.) Work with Coro to test the efficacy of this program both short and long-term.

**KEY ATTRIBUTES:**

The VP, Workforce Development Services will be thoroughly committed to the Network's strategy and mission. The VPWDS will have demonstrated extensive knowledge of workforce development and employment programs and services. The VPWDS will also possess an understanding of challenges impacting these programs/services and will work with the CEO and partnership agencies to implement the Jobs Initiative and identify opportunities and services to address challenges as they arise.

**Additional key attributes:**

- **Program Leadership:** The ideal candidate will have a track record of effectively leading an outcome-based program and staff. She or he will have experience with taking a program from conception to implementation to effective/impactful operation.
- **Team Building and Development:** This individual will have experience in developing and facilitating a strong working team.
- **Exceptional Communication and Influencing Skills:** As a voice/advocate for the Network and the Jobs Initiative, the VPWDS will have strong written and verbal communication skills. She or he will be an effective communicator with excellent interpersonal skills. This individual must work collaboratively with external, as well as internal, partners and other organizations in the implementation of the Initiative, providing exposure for program impact in a variety of venues.

**POSITION REQUIREMENTS:**

- An advanced degree in a related field and five or more years work experience in a human service agency.
- Experience with workforce development and employment service programs.
- Commitment to quality programs and excellence in project management with the ability to achieve strategic objectives and manage a budget.
- Highly organized self-starter with proven ability to self-motivate and work both independently and as part of a team, interrelating and operating effectively with peers, NJHSA member agencies and national partners.
- Ability to handle a variety of constituencies, stay highly organized and be an effective time manager with the capability to multi-task and prioritize in a demanding work environment.
- Experience managing and completing projects under strict deadlines.
- Excellent written and verbal communication, interpersonal, relationship-building and leadership skills with a proven ability to interact effectively with professional staff and lay leaders.
- Strong analytical and basic business skills.
- Strategic thinker, able to synthesize information and data in order to plan ahead.
- Good judgement.

The Network offers an employment package that includes competitive pay and comprehensive benefits. Salary range for this position: \$85,000-\$95,000.

The Network of Jewish Human Service Agencies is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law.

**Letters of interest and resumes should be directed to [HR@networkjhsa.org](mailto:HR@networkjhsa.org).**