Director of Workforce Programs

The Director of Workforce Programs has a pivotal role, responsible for coordinating and managing The Network’s workforce development portfolio. This multifaceted position involves supporting member agencies, engaging employers and other stakeholders, and being innovative in designing and scaling best-practice program models in workforce development. This position will work closely with all Network departments and member agencies to monitor and assess sector needs to inform Network response, strategies, and advocacy efforts related to workforce development.

The Network serves as the leading voice for the Jewish human service sector. As the go-to resource for advocacy, best practices, innovation and research, partnership and collaboration, The Network strengthens agencies so they can better serve their communities.

Read more about our mission, vision, core values at http://www.networkjhsa.org/

Key Responsibilities include:

Reporting to the Sr. Vice President of Strategy, this position will:

- Coordinate, in partnership with other Network staff, workforce programs (i.e., Project EM, SNAP (Supplemental Nutrition Assistance Program) E&T) and be the primary liaison for member agencies providing workforce programming.
- Coordinate all workforce programs including scheduling and convening meetings, data collection and reporting, technical assistance, oversight of the calendar of events, and client referral and support.
- Support member agencies receiving grant funding through The Network, ensuring they have the resources necessary to meet or exceed expectations.
- Demonstrate creativity and ingenuity when exploring ways for The Network to establish programming that adds value for its members, supports the clients they serve, and is fiscally responsible.
• Cultivate and support relationships with regional and national employers, ensuring they understand the value The Network provides through programming, best practices, research, etc.
• Assist with onboarding, coordination, and relationship management of Network Strategic Supporters.
• Explore and research potential funding opportunities to grow and support The Network and its membership. This may include grants, philanthropy, fee-for-service, government, and others.
• Coordinate, convene and support Network affinity groups (NETGroups) that focus on workforce development and other service areas.
• Ensure that all Network workforce resources, guides, webpages, etc. are up-to-date and provide meaningful information for our members, strategic supporters, and others.
• Develop tools and processes to ensure The Network is proactive and responsive in identifying workforce needs and challenges.
• Actively engage with workforce data collection through various methods to strengthen Network advocacy efforts and garner broader support.

**Position Requirements include:**

A successful candidate will hold experience in workforce development with an understanding of how unemployment, underemployment, and barriers to employment affect individuals, human service providers, and communities. A successful candidate will also highlight strong leadership skills with an ability to inspire and motivate.

- Bachelor’s degree in a relevant field and a minimum of 3 years’ experience in workforce development. Master’s degree preferred.
- Demonstrated experience in designing, sustaining, and growing program models.
- Experience in managing complex projects involving multiple stakeholders.
- Experience working with nonprofit organizations or community-based organizations is desirable.
- Knowledge of best practices and emerging trends in workforce development.
- Excellent communication and interpersonal skills, with the ability to effectively engage with stakeholders at all levels.
• Innovative, Strategic, analytical, and critical thinking skills to assess sector needs and develop appropriate response strategies.
• Strong organizational skills and attention to detail.
• Proficiency in Microsoft Office Suite and other relevant software.
• Ability to work independently and as part of a team in a fast-paced environment.
• Ability to travel occasionally for meetings, conferences, or site visits.

The Network 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 the essential job functions (with or without a reasonable accommodation) or any other basis protected by federal, or applicable, state or local law.

If you are interested, please send a cover letter, and resume to HR@networkjhsa.org. The salary range for this position is $70,000-$80,000.