



# Network of Jewish Human Service Agencies

## Workforce Program Coordinator

### Job Posting

The Network of Jewish Human Service Agencies is seeking a full-time Workforce Program Coordinator to help coordinate and implement The Network's growing national workforce development programs designed to support job seekers and Network member agencies. The Network is looking for a detail-oriented professional who is collaborative, organized, and possesses strong communication and customer service skills. In addition, this person will be tech-savvy with an understanding of data collection and reporting.

As a member of the workforce development team, the Workforce Program Coordinator reports to the Director of Workforce Programs providing customer service and technical assistance to both internal and external stakeholders including but not limited to the Network team, member agencies, and national employers. An understanding of and interest in the non-profit sector and workforce development are a plus.

This position is fully remote, working eastern standard time and may require some travel.

The Network is an international member association of more than 170 non-profit Jewish human service agencies in the United States, Canada, and Israel. Its member agencies provide a full range of human services for all people, regardless of their religious affiliation, in need of support including healthcare, career, employment, mental health services, as well as programs for youth, families and seniors, Holocaust survivors, immigrants and refugees, persons with disabilities and caregivers.

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 and workforce programs at <http://www.networkjhsa.org/>

**Responsibilities for this position include:**

- Develop an understanding of the Network's workforce programs, including a more in-depth knowledge of the SNAP Employment & Training program to assist with supporting the program.
- Oversee workforce programs' data collection to strengthen The Network's ability to showcase its workforce programs, garner broader support, and advance advocacy efforts.
- Ensure data integrity by maintaining a strong understanding of outcome measurement and reporting tools.
- Provide internal technical assistance and support data mining for workforce and business development to prepare grant applications, reporting, etc.
- Provide external technical assistance to member agencies ensuring they have the data collection resources necessary to meet funding, programming, and reporting requirements.
- Ensure necessary workforce and business development data and documents are readily available for Network leadership, funders, fee-for-service contracts, etc.
- Work closely with other Network teams including fiscal, grants, marketing, etc. to ensure they have necessary data, financial, and other relevant information when needed on workforce and business development programs.
- Coordinate workforce programs and virtual affinity groups including scheduling and convening meetings and providing technical assistance, as needed.
- Work closely with the workforce development team to coordinate meetings, provide needed documentation and reports, and support consultants and participants.
- Maintain and support relationships with regional and national employers and workforce member agencies.
- Ensure that Network workforce and business development resources, guides, webpages, SharePoint, etc. are up-to-date and provide meaningful information for internal and external stakeholders.
- Other duties as assigned.

**Qualifications and Experience:**

- Strong technical skills with an ability to troubleshoot and solve challenges independently.
- Experience in working on multiple projects involving diverse stakeholders and reporting expectations.
- Proficiency in using data management and reporting tools.

- Strong understanding of outcome measurement and reporting.
- Excellent communication and interpersonal skills.
- Ability to create buy-in and sell products and services.
- 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 remote environment.
- Ability to travel occasionally for meetings, conferences, or site visits.
- Experience working with nonprofit organizations or community-based organizations is desirable.
- Experience with workforce development is a plus but not required.

**Education:**

Bachelor's degree or equivalent experience.

**Compensation:**

The salary range for this position is \$40,000-\$50,000.

As part of our comprehensive benefits package, we offer health, dental, and vision insurance plans, generous paid time off, a 403 (b) retirement plan with company matching, professional development opportunities, and a supportive work-life balance focused on employee wellbeing.

**To Apply:**

If you are interested, please send a cover letter, and resume to [HR@networkjhsa.org](mailto:HR@networkjhsa.org).

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.

