

DIRECTOR OF YOUTH WORKFORCE DEVELOPMENT

Job Title: Director of Youth Workforce Development

Reports to: Director of Oasis of Hope

Direct Reports: Program Coordinator, Intern

Classification: Full Time - Exempt

Job Summary:

The Director of Youth Workforce Development oversees and leads initiatives to prepare youth for successful entry into the workforce. This role involves developing programs, forging partnerships, and advocating for resources to support youth employment and career readiness. The Director will work closely with educators, employers, and community organizations to create opportunities for young people to acquire the skills and experience needed for gainful employment.

Key Responsibilities:

- Develop and implement comprehensive workforce development programs targeting youth aged 14-21.
- Establish and maintain partnerships with local businesses, educational institutions, and community organizations to create internship, apprenticeship, and job placement opportunities.
- Design and deliver training programs that enhance employability skills, including resume writing, interview techniques, and job search strategies.
- Monitor and evaluate program effectiveness, making data-driven adjustments to improve outcomes.
- Advocate for funding and resources to support youth workforce development initiatives.
- Manage a team of staff and volunteers, providing direction, support, and professional development opportunities.
- Coordinate outreach and engagement activities to recruit and retain program participants.
- Develop and manage the program budget, ensuring efficient use of resources.
- Prepare reports and presentations for stakeholders, including funders, partners, and the community.
- Stay informed about labor market trends and workforce development best practices.

Minimum Qualifications:

- Bachelor's degree in Education, Social Work, Business Administration, or a related field (Master's degree preferred).
- Minimum of 2-3 years management experience
- Minimum of 5 years of experience in workforce development, education, or a related field, with at least 2 years in a leadership role.
- Strong understanding of youth development principles and workforce readiness skills.
- Proven ability to build and maintain effective partnerships with diverse stakeholders.
- Excellent communication, presentation, and interpersonal skills.
- Experience in program design, implementation, and evaluation.
- Ability to manage multiple projects and prioritize tasks effectively.
- Strong analytical and problem-solving skills.
- Demonstrated commitment to diversity, equity, and inclusion.
- Familiarity with local labor market trends and community resources.

Skills:

- Leadership and team management
- Strategic planning and program development
- Relationship-building and networking
- Budget management
- Data analysis and reporting
- Public speaking and presentation
- Problem-solving and decision-making
- Multitasking and time management
- Proficiency in Microsoft Office Suite and relevant software applications

Working Conditions:

- Full-time position, typically 40 hours per week.
- Occasional evening or weekend work may be required.
- Travel to various community sites and partner locations as needed.

Salary and Benefits:

- Competitive salary commensurate with experience; salary range is \$50,000-55,000 per year.
- Comprehensive benefits package, including health insurance, retirement plan, and paid time off.

