



Capital Workforce Partners (CWP) is seeking a **Manager, Youth Services** to oversee our youth focused programs, and to implement and promote the strategic framework for youth service delivery established by its Future Workforce Services Committee and Board of Directors. As well, the incumbent will provide hands-on operational and programmatic oversight connecting with service providers, contractors, and community-based organizations through relationship building.

Why might you want to join us?

CWP is a \$26M non-profit organization. As the state's regional Workforce Development Board in North Central Connecticut, Capital Workforce Partners helps individuals overcome barriers to employment and closes the gap between skills and business hiring needs. Our organization is guided by a Consortium of the region's chief elected officials and by representatives from business, education and labor serving on our Board of Directors. CWP invests in opportunity youth development, develops sustainable career paths for adult workers, and assists employers with a variety of programs and services provided through the American Job Center network. If you share our values and are passionate about our mission, read on!

What will the Manager, Youth Services do?

The Manager has responsibility for policy development and implementation, program management, contract management, performance management and reporting, strategic and operational relationships, workforce system coordination, and procurement.

Policy development and implementation: Ensure that state and federal laws (WIOA), regulations, and policies are implemented through CWP staff and contractor operations.

Program management: Lead design and implementation of workforce development programming for youth and young adults aged 14 – 24 in accordance with CWP's career pathway model and guiding principles.

Contract management: Develop and oversee contracts with youth service providers, negotiate budgets, monitor performance, and provide technical assistance.

Performance management and reporting: In consultation with other staff, establish and monitor data collection and analysis policies and procedures sufficient to meet internal and external requirements. Use data to evaluate program effectiveness and recommend changes in strategy, operations, and/or service providers.

Strategic and operational relationships: Act as liaison to partners (including but not limited to members of the Hartford Opportunity Youth Collaborative and Coalition for New Britain Youth, municipal youth service bureaus, educational institutions).

Workforce system coordination: Ensure that CWP's youth programs are aligned with and connected to the American Job Centers, CWP sector initiatives, and partner programs.

Procurement: Implement procurement process.

This job could be for you if you possess:

- Excellent supervisory, program and contract management skills.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Ability to monitor and evaluate strategies to ensure programs /projects are completed on deadline and in compliance with applicable requirements and performance goals.
- Ability to develop and maintain effective, professional working relationships with employers and business leaders, vendors, CWP staff, community stakeholders, and other partners.
- Ability to analyze, interpret and apply complex written materials and regulations, including federal regulations, state laws and organization policies.
- Strong knowledge and understanding of youth development.
- Ability to produce management-level, data supported program performance reports and presentations.
- Superior interpersonal and communication skills, including strong writing and presentation skills.
- Multicultural experience and capacity to work effectively with diverse populations preferred.
- Proficiency in essential PC computer software and programs including Microsoft Word, Excel, ETO and other web-based case management and tracking systems.

In addition, we are seeking this background, education, and qualifications:

- Bachelor's degree in business, economics, youth development, human services, or related field, required.
- At least 5 years of management level experience in program administration.
- Ability to work in a fast-paced environment with multiple priorities and frequent deadlines.
- Incumbent will be required to travel to various locations in the North Central CT region. Must have reliable transportation, current motor vehicle driver's license, and auto insurance.

Are we talking about you?

If so, please submit your **cover letter, resume, and salary requirement** as soon as possible, but not later than **Friday, October 8, 2021**. Applications will be reviewed on a rolling basis prior to closing date. Submissions should be directed to: Capital Workforce Partners, Human Resources Department, One Union Place 3rd Floor, Hartford, CT 06103,

HR@capitalworkforce.org.

We offer a competitive salary and benefits package. Capital Workforce Partners is an Equal Opportunity Employer M/F/D/V committed to a diverse work force. Please visit our website: <http://www.capitalworkforce.org/>