



CAPITAL WORKFORCE PARTNERS

POSITION DESCRIPTION

WIOA Youth Coordinator Full Time Hartford, CT 06103

Now Hiring! WIOA Youth Coordinator

Location: Hartford, CT

Schedule: Monday – Friday 8:30 am – 5:00 pm

This is a hybrid position, with two days per week of remote work and three mandatory on-site days in Hartford, CT

What's In It for You:

- Compensation: Starting at **\$55,000** a year
- 401(k), Insurance and benefits packages including Medical, Dental, and Vision
- Company paid time off and holidays offered.

Who we are:

CWP is a non-profit organization that helps individuals overcome barriers and sharpen skills needed to succeed in future employment. We assist with a wide range of programs for both youth and adults to develop sustainable career paths as they enter the workforce. We champion 7 core values that drive our operation to success: Support, Creativity, Diversity, Positivity, Collaboration, Transparency, and Trust.

JOB SUMMARY:

Capital Workforce Partners (CWP) is seeking a dynamic **Workforce Innovation & Opportunity Act "WIOA" Youth Coordinator** to coordinate, monitor, and manage programs to meet WIOA performance standards and goals for the career readiness and employment of youth. The coordinator must demonstrate skills like critical reasoning and adaptability when evaluating data for program effectiveness, recommend changes in strategy, operations, and/or service providers.

Job Specific Duties and Responsibilities

- Act as primary liaison to subrecipients, vendors, and CTDOL for CWP Workforce Innovation & Opportunity Act (WIOA) youth programs.
- Develop and deliver training for contractor staff and CWP Youth Services team on programming components/processes and WIOA policies/data processes.
- Ensure that state and local MIS systems are implemented as required to support youth program operations.
- Use data to evaluate program effectiveness, recommend changes in strategy, operations, and/or service providers.
- Ensure that state and federal laws, regulations, and policies, and CWP policies and procedures are implemented through CWP WIOA Youth contractor operations.
- Coordinate training series on Youth Development and Workforce Development for youth contractors.
- Identify areas needing policy development or revision and draft policies with CWP Compliance team.
- Support Youth Services Manager with the development of contracts with youth service providers, including scope and budget development and process modifications.

- Provide technical assistance to WIOA service providers via scheduled individual meetings.
- Monitor and track contract performance and develop special work plans for course corrections as needed for contractors and CWP WIOA enrolled programs.
- Run monthly WIOA performance reports in CT Performs and provide quarterly updates to CWP leadership.
- Maintain monthly contract status report, and review contractor monthly invoices and track line-item expenditures.
- Develop and issue reports as required, including internal and external performance reports.
- Assist in implementation of CWP's career pathway model.
- Document best and promising practices.
- Maintain current knowledge of and ensure compliance with internal and funder policies.
- Perform additional duties as assigned.

“JOB SPECIFIC” COMPETENCIES, SKILLS AND ABILITIES:

- Ability to produce management-level, data supported program performance reports.
- Ability to develop and maintain effective working relationships with grantees, vendors, employers, CWP staff, community stakeholders, and other partners.
- Superior interpersonal and communication skills including strong writing skills.
- Multicultural experience and capacity to work effectively with diverse populations.
- Superior skills in essential PC computer software and programs including Microsoft Word and Excel.
- Supervisory, program, and contract management skills.
- Organizational and administrative skills and/or aptitudes.
- Ability to work independently, manage multiple tasks, prioritize assignments, estimate time requirements, and meet deadlines.
- Ability to proactively use technical expertise and knowledge to support continuous improvement for the organization.
- Ability to analyze, interpret and apply complex written materials and regulations, including federal regulations, state laws and organizational policies.

EXPERIENCE & EDUCATION:

- Bachelor's degree in education, social work, psychology, sociology, economics, or another related field.
- Five (5) years of work experience in workforce development, employment and training, education, youth development, human services, community building and/or related fields.

SUPERVISION/MANAGEMENT RESPONSIBILITY: N/A

SPECIAL WORKING CONDITIONS:

- Fast paced environment with multiple priorities and frequent deadlines.
- Work Hours are sometimes inflexible.
- Program deadlines may require restrictions to time off.
- Travel as needed throughout Greater Hartford Region.

Compensation: Starting at **\$ 55,000/year** plus a comprehensive benefits plan including group medical, dental and optical benefits, Company-paid Life, Short-Term & Long-Term Disability insurance. Up to 5 weeks' vacation per year (pro-rated based on start date), 3% employer contribution to Safe Harbor 401k plan after 6 months of employment, and free parking!

To apply, please send your resume and cover letter to: esikorski@capitalworkforce.org and include WIOA Youth Coordinator in the subject line.