

Youth Services Manager Westmoreland-Fayette Workforce Investment Board Youngwood, PA

Summary

The Westmoreland-Fayette Workforce Investment Board (WIB) is seeking a dedicated, hard-working, and self-motivated Youth Services Manager to implement and manage all youth programs and services. The Westmoreland-Fayette WIB provides youth services such as the Workforce Innovation and Opportunity Act (WIOA), Temporary Assistance for Needy Families (TANF) Youth Funds, and State/Local Internship Program (SLIP). This full-time position will provide operational oversight to services to assure regulatory and contract compliance. Additionally, the Youth Services Manager will monitor and provide coordination of the programs' educational activities.

Duties & Responsibilities

- Communicate regularly with WIB youth training providers to evaluate service strategies, determine future services, and to maintain close working relationships
- Reviews and evaluates youth training requests for proposals, recommends proposal awards, and provides assistance in the preparation of youth program budgets
- Reviews, recommends, and coordinates the youth workforce development activities
- Evaluates and maintains youth program progress and financial status, and reports results to Executive Director and WIB Youth Committee
- Identifies and facilitates youth partnerships with other local agencies
- Provides information and training seminars for all potential and existing contractors
- Attends State and staff training programs and participates in youth program workshops
- Represents WIB on various committees as required
- Assist in the writing and reporting of grants
- Coordinates Teacher in The Workplace (TIW), Business Education Partnership (BEP), and other grants
- Serves as initial contact for youth vendors and subrecipients
- Services as liaison to youth providers for dissemination of WIOA and state regulations
- Serves as liaison to PA CareerLink® staff regarding youth programs
- Ensures operational oversight and regulatory compliance with State and Federal Regulations
- Provides general supervision to youth program staff
- Performs other duties as required

Required Skills

- Excellent leadership skills
- Professional interpersonal, comprehension, oral communication, and written communication skills
- Highly adept at working independently, prioritizing work, and multi-tasking
- Excellent computer/Office 365, remote meeting and phone skills
- Familiarity of social media platforms
- Ability to facilitate and collaborate relationships with local employers, education and training providers, economic and workforce development organizations, and community organizers
- Program development, grant management, and fiscal responsibility skills
- Professional analytical, critical thinking, and problem-solving skills

- Ability to maintain, create, organize, and coordinate resource materials
- Possess a valid driver's license and ability to travel within two county areas and Commonwealth of PA

Required Experience

- Liberal Arts or Bachelor's Degree in Education or a related field from an accredited college or university is required
- At least three years of experience working in a related field, preferably in the development and management of youth workforce development related programs, is required

Salary & Benefits

- Salary is commensurate with experience

How to Apply

- Please submit your cover letter and resume to Donna Casterwiler at donna@westfaywib.org
- Cover letters and resumes will be accepted until July 7, 2020