



Workforce Development Director **Westmoreland-Fayette Workforce Investment Board | Youngwood, PA**

Summary

The Westmoreland-Fayette Workforce Investment Board (WFWIB) is the leader in regional workforce development activities in the Westmoreland-Fayette County area. Through innovative programming and strategic initiatives, the WFWIB assists individuals in obtaining the skills needed for today's workforce and helps local employers retrain, hire, and retain skilled workers.

The Workforce Development Director reports to the Executive Director and is part of an elite team providing a wide range of social, economic, health and education services for a diverse population. This position communicates vision to motivate the team to meet desired organizational and program outcomes. Ensures compliance in the areas of finance, personnel and program services. This position may include participation in the recruitment/selection process for new hires and employee training.

Responsibilities

- Create and expand a strategic plan for workforce development and internship programs with staff and community partners. Creating hands on experience, exposure to job possibilities, access to creative makers and mentors, career guidance, education and training
- Seek to promote program awareness by leveraging advocacy group networks
- Oversees workforce and career services and related programs within designated service area
- Develops and implements effective, integrated management systems and organizational structures which support the administration of program services. Provide recommendations on the development and revision of program policies and guidelines
- Develops, allocates and manages resources to maximize program effectiveness
- Accomplish program goals with fiscal restraint
- Conducts periodic reviews of programs for progress and adherence to compliance. Recommends and implements improvements

Staff Management

- Plans, assigns, and supervises the work of staff and makes recommendations in job duties
- Makes appropriate staff assignments and assures deadlines and quality outcomes are met
- Provides experience to promote opportunities for career progression within the department
- Conducts performance coaching/evaluations, compensation administration, delegation of duties and conflict resolution
- Promotes an environment of teamwork and cooperation and is accessible to employees

Required Skills

- Ability to interpret complex policies and regulations
- Exercise tact and discretion in all employee and customer interactions

- Determine and prioritize demanding workload while being flexible to emergent/unplanned needs and situations
- Ability to work independently and maintain professional boundaries and confidentiality
- Excellent computer, phone, and Office 365 skills, including Teams and Zoom
- Ability to facilitate and collaborate relationships with local employers, education and training providers, economic and workforce development organizations, and community organizers
- Ability to work professionally and confidentially with diverse populations
- Possess a valid driver's license and ability to travel within two county areas and Commonwealth of PA

Required Experience

- Ability to multi-task, to work under pressure, and to meet challenging deadlines is required
- Experience providing adult education or training preferred
- Bachelor's Degree in business or the social sciences from an accredited college or university is required
- 3 years supervisory experience supervising multiple employees required

Salary & Benefits

- Position Level: E
- Salary range: \$55,000 - \$70,000 (Salary is commensurate with experience)
- Excellent benefit package, including: Medical, prescription, dental, vision, 401K and more
- Office Location: Youngwood, PA

How to Apply

- Please submit your cover letter and resume to WFWIB Executive Assistant Michele Aston at maston@westfaywib.org
- Cover letters and resumes will be accepted until filled.

The Westmoreland-Fayette Workforce Investment Board is an equal opportunity employer/program. Equal Opportunity, Diversity, and Inclusion: The Westmoreland-Fayette Workforce Investment Board (WFWIB) is committed to treating every individual, family, employee, and applicant with dignity, respect and compassion regardless of a person's sex, ancestry, national origin, race, color, age, religion, disability, military or veteran status, sexual orientation, gender identity/gender expression, genetic information, or social, economic or political affiliation. Compassion, trust, and mutual respect are at the core of our commitment to diversity and inclusion. The WFWIB fosters and promotes an inclusive environment that leverages the unique contributions of diverse individuals and organizations in all aspects of our work. We know that by bringing diverse individuals and viewpoints together we can collectively and more effectively create opportunities for a better life for the individuals we support.

Auxiliary aids and services are available upon request to individuals with disabilities.