



Eastern Indiana Workforce Development Board
Providing WorkOne Leadership to Eastern Indiana
Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne Counties

JOB DESCRIPTION

Workforce Initiatives Manager (In school and Out of School Youth Populations)

Eastern Indiana Works convenes regional employers to design and implement exceptional initiatives that meet employer workforce demands and contribute to the sustainable prosperity of Eastern Indiana.

POSITION OVERVIEW

This position works with a cross functional operations team to assist our workforce development system ensure jobseekers, employer and community initiative are met. This position focuses on initiative affecting various youth populations.

- Participate in development of highly responsive and innovative programs and products advancing current and future regional workforce.
- Initiate and manage projects and program design processes to provide timely workforce initiatives that surpass community expectations.
- Plan, organize, and analyze, programs and projects offered by Eastern Indiana Works.
- Support the fiscal integrity and expectations of programs and initiatives offered by Eastern Indiana Works.

SCOPE OF RESPONSIBILITY

Provides support to the Director of Youth Services in the following areas:

- Cultivation of new and existing partnerships.
- Responsible for managing, implementing, executing, analyzing and completing grant programs and initiatives offered by Eastern Indiana Works.
- Prepare and analyze performance, services and/or program related reports on initiatives.
- Participation in the design, assessment and implement processes that result in the continuous improvement of Eastern Indiana Works initiatives.
- Coordinate employers, community partners, and vendors to implement and accomplish Eastern Indiana Works initiatives.
- Facilitate meetings to advance Eastern Indiana Works objectives and initiatives.
- Monitor and guide outcomes Eastern Indiana Works initiatives.

QUALIFICATIONS

- 4-year degree from a regionally accredited institution preferred. Combination of education and verifiable, pertinent employment history considered.
- Demonstrated ability to work collaboratively and develop relationships with internal and external stakeholders

- Demonstrated strategic planning skills and ability to lead ideation and innovation processes, and organizational development.
- Strong analytical and problem-solving abilities.
- Exceptional communication and presentation skills.
- Ability to multi-task and execute multiple projects to meet deadlines.
- Exceptional attention to detail.
- Ability to maintain confidentiality of corporate and employer data/strategy.

POSITION TYPE: Full-time

REQUIRED BEFORE

HIRING: Drug Screen, Criminal and Driving Records Check.

COMPENSATION: Paid-Time-Off, Health Insurance Stipend, 403(b) Retirement Option (with employer match)

HOURS OF WORK: Minimum of 40 hours. May occasionally require more than 40 hours per week.

WORK PARAMETERS: Office Space and equipment will be provided by ASG, Inc.

WORK EVALUATION: Performance is evaluated quarterly and is heavily weighted towards meeting deadlines, delivery of exceptional outcomes and execution of corporate strategies.

REPORTS TO: Director of Youth Services

DIRECT REPORTS: None

INTERACTS WITH: Employers, Customers/Clients, IN DWD, Service Providers, General Public.

TRAVEL: Frequent. Requires an Indiana Driver's License, an unblemished driving record, and an insured, safe personal owned vehicle. Occasional trips outside the region for training/conferences. May require air travel.

REIMBURSEMENTS: Mileage reimbursement established by the IRS. Timely submission of corporate reimbursement documents is required.

The above statements are intended to describe the general nature of work performed by the employees assigned to this job. All employees must comply with Company policies and applicable laws. The responsibilities, duties and qualifications required of personnel so classified may vary. A criminal record check and drug screen will be required prior to hiring. Random drug screens may be required by employer. ASG, Inc. is an equal opportunity employer.