

## HAMPTON ROADS WORKFORCE COUNCIL – JOB DESCRIPTION

<b>Job Title:</b>	Manager, Women in Skilled Careers Program (WISC)
<b>Reports to:</b>	Senior Director, NextGen and Special Projects
<b>General Classification:</b>	Operations <b>Pay Band:</b> Manager
<b>Employment Status:</b>	Full-time, Exempt
<b>Last Review:</b>	October 20, 2022

### **GENERAL STATEMENT OF RESPONSIBILITIES**

This position serves as the Hampton Roads Workforce Council's (Council) Manager, Women in Skilled Careers Program (WISC). Will perform professional and administrative work associated with the Women in Skilled Careers Program. Provides assessment, career development workshops, individual career coaching, labor market information, job search assistance, job placement, follow-up, and related work as required. Works closely and coordinates with industry partners, the educational community, and other partners to facilitate the development and execution of WISC related functions and initiatives.

***This position is 100% funded by a \$714,000 grant from the Department of Labor's Women's Bureau. At this time, the grant is anticipated to operate until September 2024.***

### **ESSENTIAL JOB FUNCTIONS**

- Implement the WISC program on behalf of the Hampton Roads Workforce Council.
- Provide technical assistance to industry in support of the recruitment and retention of underrepresented populations, with an emphasis on women.
- Establish and sustain a regional network of retention focused support groups for women in nontraditional careers.
- Recruit participants and assess their employment and training needs and abilities through interviewing, testing, and other methods.
- Refer participants to appropriate services, training programs, job opportunities, and follow-up on those activities.
- Plan, arrange, and facilitate WISC Program related meetings with program partners, industry, and the educational community.
- Implement program policies and procedures.
- Facilitate and attend program related meetings and make program related presentations to various groups.
- Maintain an ongoing and up-to-date electronic applicant tracking system.
- Prepare appropriate reports.
- Perform other duties as may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

- None

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### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Board of Directors' Vision, Mission, and Values. Senior level employees are also expected to lead by example and demonstrate the highest level of energy, ethics and professional decorum.

### **REQUIRED KNOWLEDGE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Some travel is required for business related activities.

### **SKILLS/ABILITIES**

- Strong written communication skills and the ability to write clear, structured, and articulate reports.
- Attention to detail.
- Ability to meet deadlines.
- Ability to manage multiple projects and tasks.
- Ability to establish and maintain effective working relationships with others.
- Ability and willingness to travel between multiple offices within the region, on a weekly basis.

### **EDUCATION AND/OR EQUIVALENT EXPERIENCE**

- Bachelor's degree with a minimum of two-years of experience working in job placement, training, counseling, or other services, *or*, a combination of education and experience equivalent to a bachelor's degree and two-years of experience.
- Experience working in a deadline-driven environment.
- Able to work well in a team environment, handle multiple assignments, and meet deadlines.
- Experience operating a mobile office.
- Knowledge of trauma-informed care approaches.

### **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage will be compensated by a monthly travel allowance, per agency policy.

### **CERTIFICATES, LICENSES, REGISTRATION**

- Must maintain the ability to pass a criminal background check, if required.
- Must maintain a valid driver's license, access to reliable transportation, and automobile insurance in accordance with applicable laws and internal policies and procedures.

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## LANGUAGE SKILLS

- Excellent communication skills- written and oral

## REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to deal with a few abstract and concrete variables, exercising judgement, resourcefulness, ingenuity, and initiative.
- Ability to exercise discretion while managing confidential information.

## OTHER SKILLS AND ABILITIES

- Strong computer knowledge to include Microsoft Office programs and social media platforms.
- Strong organizational skills and attention to detail.

## WORK ENVIRONMENT

Work will normally be performed in an office environment. The primary workstation will be located in Norfolk, however, this position requires frequent travel to partner offices and training locations.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_