



## Program Manager

### Summary:

The primary objective of the SBWIB is to provide policy guidance which will allow the staff to create an environment where every person maximizes his or her career potential, and all employers have the human resources they need to grow and prosper.

### Salary & Benefits:

This is a full-time position (35-40 hours/week) with a starting hourly wage of \$31.00-\$35.85. Our Company has developed a comprehensive set of employee benefit programs to supplement our employees' regular wages. Our benefit package represents a hidden value of additional income to our employees, which include a 50% health cost reimbursement (for employee only), sick and vacation time, holidays and a competitive 401k plan. All full-time employees are invited to participate in the company's health benefits package after completing the 90-day employment introductory period.

### Minimum Qualifications:

Graduation from an accredited college or university with a Bachelor's Degree in Social Sciences, Business, Public Administration, or a related field; at least four (4) years of experience working in a supervisory/management capacity in a social service programs/job training and development. Extensive Case management experience, a valid California Driver's License and reliable transportation are required.

### Essential Duties and Responsibilities:

- Daily supervision and monitoring of Full-time case managers, resource room staff, and office support team under the direction of the Operations Manager.
- Supervise case management team that provides direct service to program participants and are instrumental in coordinating various employment-related projects and events in collaboration with other employment services' team members and other departments;
- Teach or assist in developing or providing instruction of employment related classes to adult or youth participants;
- Implement and oversee the job search process, which may include providing knowledge and feedback on job search materials and skills as well as exposing participants to employer contacts, internships, On-the-Job training, subsidized work experience and other short-term training opportunities, as appropriate;
- Contribute to the implementation plan to the achievement of monthly, quarterly and annual employment and retention goals;
- Track participant activities, progress and results using client management, tracking systems and provide regular outcome and evaluation reports to Operations Manager.
- Assist in the coordination and co-facilitation of departmental meetings and event planning efforts;
- Conduct research on best practices in career development models and labor market trends to ensure curriculum and approaches to workforce development are cutting edge;
- Perform other duties of a similar nature or level as required.

To apply: Send a cover letter and resume to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon September 5, 2014, or upon receipt of a sufficient number of resumes. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.