

SUSQUEHANNA WORKFORCE NETWORK, INC.

POSITION DESCRIPTION

Job Title: In School Youth Program Manager

Summary:

This position is responsible for developing and overseeing the new In School Youth (ISY) Program services for Susquehanna Workforce Network, Inc. (SWN) and The Blueprint for Maryland's Future legislation. This position is the liaison to regional school districts and partners in the implementation of all services to assure the success of the overall operations of the ISY Program. Supervises regional In School Youth Coordinators and provides oversight and technical assistance to all 20+ new ISY staff. This position reports to the Executive Director. This is a Term position that will end on or before 6/30/26.

Essential Job Functions:

- Work with both regional Public School Systems, Colleges and required partners to develop and implement the Career Coaching Program in line with The Blueprint for Maryland's Future legislation, grant and funding. Plans and participants in the planning, design and development of operating plans, grant applications and program operations.
- Establishes objectives, priorities and outcomes for services and training programs in accordance with legislation, grant and funding along with Federal and State laws and regulations, operational needs and organizational goals and objectives.
- Works closely with SWN management to develop, market and execute targeted plans for the program.
- Develops and oversees the proposals, modifications, program improvements, reporting, outcomes and other activities related to Program.
- Coordinates with the Workforce Innovation Opportunity Act (WIOA) Youth Coordinator and management to develop a new WIOA ISY Program in line with WIOA requirements along with Federal and State laws and regulations, operational needs and organizational goals and objectives.
- Collaborates and assists leadership staff in planning, coordinating and implementing new ISY Program, and ensure compliance and program performance.
- Uses analytical tools to track ISY Program information and activities through Maryland Workforce Exchange (MWE) or other tools as appropriate.
- Establishes and maintains effective working relationships with SWN managers and personnel from federal, state, county agencies, regional schools and other organizations.
- May solicit, develop, evaluate and approve youth training proposals and agreements.
- Assist regional youth who were negatively impacted by the COVID-19 pandemic.
- Performs Labor Market Information research and information dissemination.
- Monitors Program performance and quality control of student data and files.
- Supervises Program staff and evaluates staff performances.
- May perform and support auxiliary functions and direct customer service at Workforce Center locations.
- May serve as a staff resource person to the Board's committees.
- Performs other duties as assigned.

Knowledge, Skills, Abilities:

1. Knowledge of Federal, State and Local laws, regulations and policies around Workforce Development and Youth programs.
2. Knowledge of Family Educational Rights and Privacy Act (FERPA) requirements.
3. Knowledge, skills, and abilities in human relations and strong interpersonal skills.
4. Knowledge, skills and abilities to communicate effectively orally and in writing with youth, regional county agencies and systems, vendors and others within and outside the organization.
5. Ability to use computer and related software including data and performance management systems for data tracking, presentations and other possible reporting requirements.
6. Ability and skills to present data and information in workshops, briefings and presentations.
7. Knowledge and ability to maintain and protect the welfare, rights and privacy of Program participants.
8. Awareness of community agencies and youth training opportunities available in the region.
9. Knowledge, skills and ability to develop, implement and write grant proposals.
10. Ability and skills to organize plan and execute work with minimal supervision.

Required Qualifications: (Note: Any acceptable combination of education, training, and experience that provides the above knowledge, skills and abilities might be substituted.)

Training and/or Education:

Bachelor's degree in related field.

Experience:

5 Years experience developing and delivering strategic planning and implementation of program services in the 6-12 grade school system.

Experience related to project and grant management, data and performance management, supervising, case management, computer software and data management systems, Salesforce, MWE and Naviance preferred.

Licenses or Certificates:

Current Driver's License.

PMI Certified.

Work Environment:**Physical Demands:**

Work is performed for the most part in an office setting, sitting at a desk or computer. Regional business travel will be required. Work involves frequent interruptions and occasional deadline pressure. Position may be located in local public schools.

Unusual Demands:

Must pass background check.

FLSA Status: Exempt