



## Director of Employment Solutions

The Women's Center is seeking a Director to plan and manage the operations and programs of The Women's Center's Employment Solutions Department whose goal is to increase the economic independence and financial stability of unemployed and underemployed adults in Tarrant County.

### **DUTIES AND RESPONSIBILITIES INCLUDE:**

#### **Administration**

- Develops and administers policies and procedures for Employment Solutions
- Hires, supervises, and evaluates performance of Employment Solutions staff
- Ensures compliance with all program reporting requirements and provides monthly, year-end, and other program reports as requested to the Board of Directors and funding sources.
- Implements a program evaluation system to include all program outcomes. Compiles an annual evaluation report and interim evaluation reports as required by funding sources
- Oversees internal and external program information systems to ensure accurate and timely data
- Ensures staff knowledge of and compliance with agency policies and procedures
- Participates as a member of the Management Team in overall agency administration and planning
- Works with and provides staff support to Board of Directors and its committees as requested
- Works with/across departmental lines to coordinate program effectiveness
- Implements strategic plan initiatives related to Employment Solutions

#### **Program**

- Directs the day-to-day activities of Employment Solutions to ensure services are provided when scheduled, in an atmosphere which motivates participants, and that staff are available for and make regular contact with participants to provide assistance and support towards employment and financial goals
- Plans, develops, and oversees implementation of training/education curricula and selection of purchased training/education materials
- Develops, administers, and maintains an efficient and confidential system of program records
- Seeks ways to expand program services through the use of volunteers
- Acts as a substitute/back-up during the absence of staff to ensure continuity of all program services
- Interfaces with area employers and skills training providers to build relationships beneficial to The Women's Center's Employment Solutions program and its participants
- Continuously monitors program effectiveness and recommends changes in policies, procedures, design and activities that would increase the effectiveness of the overall program or any one program component
- Ensures training and development opportunities for staff including access to information to foster staff development and to keep program cutting edge in field

## **Community Relations**

- Identifies key partnerships, community projects, and coalitions required to maintain a strong Women's Center program and an effective service delivery system, and serves as agency liaison to these efforts and organizations
- Maintains effective working relations with other agencies, programs, and partners
- Plans and implements outreach to specific target groups as needed
- Makes public presentations and speeches on Employment Solutions, services of The Women's Center, and other relevant topics as requested
- Represents the agency in the media and in community forums as requested
- Provides information on designated program areas for The Women's Center Annual Report, Newsletter, or other public information mailings
- Promotes a positive image of The Women's Center and its programs in all interactions

## **Financial Management**

- Makes budget recommendations to the President/CEO, Vice President/CFO, and Grants Manager
- Directs staff in agency procedures for handling cash and in-kind contributions, and ensures compliance with financial policies and procedures
- Works with Vice President/CFO and Grants Manager to ensure that program/grant funding is appropriately spent

## **IDEAL CANDIDATES WILL HAVE:**

- Knowledge of best employment program practices
- Proficiency in Microsoft Office
- Ability to write reports and business correspondence
- Ability to effectively present information and respond to questions from Board, staff, funders, and the public

## **POSITION REQUIREMENTS:**

- Master's degree in Communication, Social Services, Public Administration or related fields
- Minimum 3 years' management and supervisory experience in a non-profit organization
- One year's experience with pre-employment training, job placement, and client follow-up preferred
- Excellent communication skills
- Access to regular and reliable transportation, a valid driver's license, automobile insurance, and be prepared to drive own vehicle on Center business as requested

**E-mail cover letter and resume to:** [payroll@womenscentertc.org](mailto:payroll@womenscentertc.org)

SUBJECT LINE: Director of Employment Solutions

**No phone calls please**

Our commitment is to maintain a work environment which is free of harassment, discrimination, or retaliation on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age (40 & over), disability, family medical history or genetic information, political affiliation, military service, other non-merit based factors or any other status protected by federal, state, or local laws