



Career Solutions Manager

If you want to Impact your community, join the AAWDC team and help adults, dislocated workers and youth enter a career pathway that will lead to financial self-sufficiency. AAWDC is an organization that will give you the opportunity to make a difference in people's lives.

Company Description

Anne Arundel Workforce Development Corporation (AAWDC) is a nationally recognized, innovative workforce development organization that provides high-quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success.

AAWDC builds the success of our community by delivering services to individuals where they are. AAWDC's Community Career Connection locations provide career services and job readiness training in targeted areas throughout the County ultimately lifting up the community through increased employment.

Job Purpose

The CSM Manager is a professional leadership position responsible for overseeing the organization's workforce development activities within the federally funded Workforce Innovation and Opportunity Act (WIOA), which services adults, dislocated workers and youth. This position will lead the career services activities and staff located at the Anne Arundel County Career Center, an American Job Center (AJS) and ensure job seekers have the skills and abilities to meet business demand.

Successful Candidate must demonstrate:

- The ability to establish a rapport with staff and co-workers as well as your community partners, the public, internal, and external customers, positive and solution-oriented.
- Knowledge of local business community and community sources.
- Strong people management skills.
- Understanding of the labor market in Anne Arundel County.
- Strong and effective spoken and written communications skills with the ability to prepare and present clear, accurate reports, project proposals and meet deadlines.
- Support the core values of the organization including:
 - **Innovation:** AAWDC exercises creativity and vision to drive purposeful change that impacts both business and jobseekers.
 - **Collaborator:** AAWDC partners with public and private entities to effectively address the workforce needs of the region and maximize impact.
 - **Results – Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

This position requires demonstrated success in overseeing initiatives that include counseling people throughout job search or career transition demonstrates exceptional collaboration and interpersonal skills and has good verbal and written communication skills across disciplines. Understanding of the Workforce Innovation and Opportunity Act and related local, state and federal programs, guidelines and legislation.

Qualifications/Education

BA in Human Services or a relative field, 1-2 years of case management, assessment, and supervisory experience in workforce development, not-for-profit or human services setting. Additional experience may be substituted for education on a year for year basis, for up to two years. In addition, this position should understand the Workforce Innovation and Opportunity Act legislation and related local, state and federal programs, guidelines and legislation as it relates to the programmatic and compliance activities.

This position requires demonstrated success in meeting and exceeding grant goals and overseeing initiatives that include counseling people throughout the job search or career transition process, exceptional collaboration and interpersonal as well as strong verbal and written skills.

Additional Information

A valid driver's license and access to reliable transportation are required.