



JOB ANNOUNCEMENT

Program Analyst

ORGANIZATION

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 is seeking Talent Consultant I for our Maryland Tech Connection Initiative.

OVERVIEW OF RESPONSIBILITIES

The Program Analyst is under the supervision of the Director of Research Performance and Compliance. The PA is part of an independent research, review and evaluation body that ensures that programmatic decisions are based on labor market and performance analysis, compliance and performance issues are audited, evaluated and resolved. The position ensures that AAWDC core programs adhere to eligibility and follow up requirements and policies. Program Analyst is responsible for assisting in labor market research and analysis as well as performance analysis and reporting of AAWDC programs.

POSITION FUNCTIONS

- Prepare data for analysis and reporting of grant/initiative performance for internal and external use;
- Develop regular reports of grant/initiative performance;
- Analyze grant/initiative performance;
- Assist in conducting labor market research and analysis utilizing a variety of public and proprietary tools;
- Assist in conducting policy research;
- Conduct eligibility determination and enrollment of WIOA Title I youth and adult participants;
- Provides guidance and technical assistance to staff on eligibility and follow up requirements and documentation processes, including the use of the Maryland Workforce Exchange and other databases;
- Assist in conducting follow up activities for WIOA Title I participants;
- Other duties as assigned.

Skills and Certifications

Knowledge of research and data analysis principles. Ability to successfully manage multiple projects and deadlines with rigorous attention to detail. Strong analytical skills, including data mining and management; and problem-solving are required. Demonstrated experience working with data tracking and reporting databases; public and proprietary data sources (Census, etc.). Excellent oral and written skills. Proficiency in Microsoft Office; specifically, advanced knowledge of Excel; knowledge of Access is preferred.

Education Background

BA/BS in Business Administration, Public Policy, Social Science, Human Services or related field. At least two or more years of research, data analysis, and program evaluation experience.

CORE COMPETENCIES REQUIRED FOR THIS POSITION

AAWDC is driven by three core values in ensuring which guide Anne Arundel County is the best place to live, work and start a business. Our values guide the way that we work with business, job seekers, and partners.

- **Innovation:** AAWDC exercises creativity and vision to drive purposeful change that impacts both business and job seekers.
- **Collaboration:** AAWDC partners with public and private entities to effectively address the workforce needs of the region and maximizes impact.
- **Excellence:** AAWDC is a premier workforce provider delivering products and services that lead to meaningful results.

To Apply: Send cover letter with salary requirements and resume to jobs@aawdc.org. Best consideration by Friday, January 25, 2019.

No phone calls or mailed applications will be accepted. Only selected job applicants will be contacted.

Anne Arundel Workforce Development Corporation (AAWDC) is an Equal Opportunity Employer