



VACANCY ANNOUNCEMENT

YouthWorks! Manager

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.

We are seeking a **Manager responsible for overseeing the YouthWorks! Initiatives**. This is a management position that will participate in the AAWDC leadership team and will report to the Chief Operations Officer. This position is based in Glen Burnie, MD.

AAWDC YouthWorks! provides services to youth and young adults ages 14-24 by building a foundation through career exploration and skills development, leading to independence. AAWDC YouthWorks includes targeted in-school and out-of-school initiatives along with summer and year-round career readiness and work experience offerings.

The Manager is expected to accomplish grant goals and performance measures required under the funding source. The Manager will work collaboratively with both internal and external partners to achieve goals, align services, and develop innovative solutions to enhance service delivery. This position will be responsible for effectively managing assigned staff and utilizing available financial and other resources in accordance with AAWDC policies, procedures, and goals. The Manager will ensure that all contractual requirements are delivered accurately and in a timely fashion, as well as ensuring that the grant sub-contractors and vendors are meeting contract requirements.

Education

A minimum of a BA/BS degree in Human Services, Public Administration or related field. MSW or other Master's level degree strongly preferred. Coursework in Business Management of non-profit organizations, multi-cultural organization development, and career coaching/development a plus. Strong Computer Skills (Microsoft Office Suite) preferred.

Experience and Knowledge

Five or more years in Human Services, to include a minimum of 3 years supervisory and program development experience. Community advocacy and a commitment to delivery of exceptionally culturally sensitive programs must be demonstrable. Excellent oral and written communication skills. Ability to successfully manage multiple existing projects and deadlines with attention to detail while developing new initiatives must be demonstrable. Strong leadership and communication skills, including empathetic listening, collaboration, and problem solving are required. Knowledge of Anne Arundel County Human Service organizations, demographics, and communities is highly recommended. Membership(s) in professional organizations and certifications also highly desired.

To Apply: Send cover letter with salary requirements and resume to jobs@aawdc.org. Best consideration by August 5, 2016.

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

Administrative Offices ■ 401 Headquarters Drive ■ Suite 208 ■ Millersville, MD 21108
410.987.3890 ■ 410.987.3896 (f) ■ www.aawdc.org