



Job Posting Announcement

Posting Date: 09/09/2020

Posting Number: 1230540

Classification: Manager Level

Functional Job Title: YouthWorks Program Manager

FLSA/Bargaining Unit: MAPS - Unrepresented

Grade/Salary Range: 927 (\$67,771 - \$88,101)

Location: Youth Services, 101 W. 24th Street, Baltimore, MD 21218

Status: Full-Time/Regular

About City of Baltimore, Mayor's Office of Employment Development

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employers and job seekers in order to enhance and promote the local economy. Our vision is for all City residents to maximize their career potential and all employers to have the human resources to grow and prosper – *a workforce system that works.*

Position Overview

Baltimore YouthWorks Summer Jobs Program is one of the largest summer jobs initiatives in the nation. For the past 5 years, the goal has been to offer 8,000 City youth an opportunity to work and earn wages during the summer months. Built on the unspoken expected reality that a large percentage of black and brown youth would have unequal access to a summer job because of structural and institutional racism, YouthWorks prioritizes those most impacted – youth receiving public assistance, low wage families and youth connected to the Department of Juvenile Service.

Essential Duties and Responsibilities

- Plans, or participates in the planning, design and development of operating plans,
- Supervises and directs the work of first and second line supervisors responsible for various aspects of the agency's operations.
- Develops in partnership with senior management an annual Youth Works solicitation campaign and helps prepare grant applications
- Coordinates with the Baltimore City Public School System and the community to recruit and register youth for the summer jobs program
- Coordinate and oversee participants' payroll for Youth Services Division summer and year round programs
- Works with MOED's Business Services Unit to increase the business community's participation in Youth Works
- Establishes relationships with community groups, city and state agencies to increase new and quality worksites for all youth programs
- Quantitatively and qualitatively evaluates on-going activities and prepares, as necessary, reports and proposals for modification or improvement.
- Develops, prepares, presents and defines new proposals for alternative methods to meet objectives of agency requirements.
- Coordinates the monitoring and reporting requirements for assigned agency areas.
- Regularly reviews fiscal reports to ensure youth are paid accurately for time worked.
- Identify programmatic highlights/problems, to recommend system modifications, to ensure that service operations are executed within the assigned budget and on schedule, to evaluate customer satisfaction, and to promote continuous improvement.
- Serves on, and occasionally chairs committees created to resolve specific agency wide problems.
- Establishes and maintains effective working relationships with other MOED Managers, and management level personnel from federal, state, county, city and other agencies/organizations.

Knowledge, Skills and Abilities

- Ability to successfully lead a team to accomplish a goal
- Highly organized and able to work well under pressure
- Ability to plan and implement a complex program design.
- Analytical skills to determine issues and problem-solving skills to develop solutions
- Strong communication skills to diverse audiences including management, staff, elected officials, employers, parents, and youth.
- Ability to develop and follow a time line and meet deadlines.

Required Education and Experience

- A Bachelor's Degree and four (4) years of experience in leading workforce development youth programs, educational or manpower program operations (including supervision of large teams).
- An equivalent combination of education and experience.

Interested applicants may apply via this [link](#).

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider