



## **Program Manager, Westside Yo! Youth Center**

### **Job Posting Announcement**

**Posting Date:** 11/1/2021

**Posting Number:** 1465891

**Classification:** Manager Level

**Functional Job Title:**

**Status & FLSA:** Exempt

**Bargaining Unit:** MAPS

**Grade:** 927

**Salary Range:** \$70k-\$85k

**Location:** 1510 Lafayette Ave  
Baltimore, MD 21217

### **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 employees and job seekers in order to enhance and promote the local economy. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

### **Position Overview:**

Work involves maintaining a discreet segment of MOED responsible for the provision of program services vital to the success of the agency's overall operation. The Program Center Manager engages youth ages 18-24, staff, program and community partners in activities that meets the needs of the out of school population. Program Manager develops and implement a strategy that addresses employment and educational needs of youth ages 18-24. The Program Manager will have the responsibility to develop program goals and objectives that meets and exceeds the goals of funders. The Manager will participate in all levels of program planning, implementation and evaluation of center operations.

### **Essential Duties and Responsibilities:**

- Plans, or participates in the planning, design and development of operating plans, grant applications, selection and contracting of program operations and fiscal, administrative and personnel administration.
- Works closely with senior management to develop market and execute targeted workforce plans and programs, both short-and long-range, and to ensure the expansion and quality of agency services to area customers.
- Quantitatively and qualitatively evaluates on-going activities and prepares, as necessary, proposals for modification or improvement.
- Develops, prepares, presents and defines new proposals for alternative methods to meet objectives of agency requirements.
- Coordinates and maintain services for out of school youth in a one stop shop model.

- Coordinates the monitoring and reporting requirements for assigned agency areas.
- Oversees the client MIS and assures clients are being appropriately tracked in the system.
- Regularly reviews Management Information (Fiscal Information), MIS reports to ascertain accuracy, 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.
- Supervises and directs the work of coordinators and/or first and second line supervisors responsible for various aspects of the center operations.
- Serves on, and occasionally chairs committees created to resolve specific agency wide problems.
- Bring creativity and outside-the-box thinking for programming.
- Understand how to keep programming fresh and relevant for youth ages 18-24.
- Establishes and maintains effective working relationships with other MOED Managers, and management level personnel from federal, state, county, city and other agencies/organizations.
- Performs other duties as required.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of employment and training programs, grant development, program management, fiscal, personnel or administrative applicable rules and regulations.
- Enjoy working with young adults.
- Self-motivated and high energy.
- Very strong organizational skills and highly detail oriented.
- Able to work flexible work hours including weekends.
- Thorough knowledge of labor market needs and employment practices.
- Knowledge of supervisory, personnel, and administrative practices and procedures.
- Knowledge of general office practices and procedures.
- Knowledge of complex Management Information Systems.
- Ability to analyze and recommend resolution of more difficult employment and training, fiscal, personnel or administrative problems by application of knowledge acquired through management level program involvement.
- Ability to supervise a subordinate staff engaged in the development and implementation of employment and training programs or in fiscal, personnel or administrative functions.
- Ability to establish and maintain effective working relationships with other agencies (federal, state and local), public and private agencies, and MOED associates.
- Ability to learn MOED organization, programs and operating systems.
- Ability to communicate effectively both orally and in writing, and make presentations.
- Ability to assign and review the work of subordinate employees.
- Must be computer literate and familiar with word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.).

### **Required Education and Experience**

- Bachelor's degree in Sociology, Industrial Relations, Urban Planning, Economics, Public Administration or related field.
- Two years' experience (including supervision) in planning, research, administration, or educational or manpower program operations; at least one of which must have been in a specialized area.
- At least 4 years of youth development experience with youth ages 16-24
- Or, any equivalent combination of acceptable education and experience.

### **Special Requirements:**

- Criminal Background Investigation and Fingerprints.
- Willing to work nontraditional work hours.

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

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