



POSITION DESCRIPTION

POSITION TITLE: Career Development Manager

DEPARTMENT: Career Development

REPORTS TO: Kelly Coughlan; Director, Career and Work Services

FLSA STATUS: Exempt

Salary range: \$38,000 - \$42,500

VALUES: We Value our clients; innovation, learning and challenging the status quo through responsible risk-taking; quality in our relationships, our services and ourselves; an atmosphere of trust, respect, clear communication, and empowerment; the individual and celebrate diversity; accountability; the commitment to see through to completion, and the ability to not take ourselves too seriously.

POSITION SUMMARY

The Purpose of this position is to direct all programs and services in the Career Development department that meets the emerging needs of clients and women in the community. This position requires the ability to effectively engage clients in a classroom setting and through 1:1 consulting with diverse populations. Effective strategic and fiscal management skills a must.

CORE DUTIES AND RESPONSIBILITIES

Responsible for the management of all Career Development classes and services at WomenVenture, to include: market research, program design, program implementation and evaluation

- Identify strategic needs and opportunities, design program responses, and effectively champion new initiatives including participation in the development of funding strategies
- Deliver high quality training and services to increase earned income and seek appropriate certifications to provide the highest level of qualified services to our clients
- Work with the Volunteer department and other organizations in partnership to strengthen a team of volunteers that will effectively deliver training, programs, and other services
- Evaluate and respond to feedback from clients and the community
- Provide back up training, coaching and consulting to clients

- Identify and implement new methods for service delivery
- Plan and manage program budgets and resource allocations
- Maintain WomenVenture's LinkedIn presence
- Identify and initiate collaborative partnerships in diverse communities
- Develop and nurture client relationships
- Provide access to supportive services and referrals to meet client needs
- Direct the outreach and recruitment activities with diverse communities while planning and implementing activities for specific projects to secure enrollment
- Ensure transparency in the performance of systems and functions so that they result in timely outcomes that meet or exceed expectations
- Professionally represent WomenVenture in various community engagement activities and meetings, as appropriate
- Other duties as assigned.
- Confidentiality: This position may require having access to confidential records and information, including but not limited to Client information. To perform this job strict confidentiality must be maintained.

SUPERVISORY RESPONSIBILITIES

Supervises varying staff and volunteers

QUALIFICATIONS

MINIMUM QUALIFICATIONS REQUIRED:

- Fluent in English and one or more of the following: Spanish, Hmong or Somali
- Strong intercultural oral and written communication skills
- Ability to work independently as well as in a team
- Cultural competencies with diverse communities including Latino, Hmong or Somali
- Ability to network and develop community partnerships
- Significant experience with curriculum development
- Excellent organization, communication and people skills

- Strong interpersonal skills with the ability to work with people from a wide variety of backgrounds and cultures
- Must be an engaging public speaker and course instructor
- Decision-making and problem-solving skills
- Experience in budget creation and monitoring as well as cash flow projections
- Ability to solve practical problems and interpret instructions furnished in a variety of formats

PREFERRED QUALIFICATIONS:

- Ability to write reports, curriculum, business correspondence, and procedure manuals
- Commitment to research and understanding of current trends in career development
- Knowledge of and ability to use LinkedIn and other social media sources
- Life Coaching and MBTI certified

SKILLS REQUIRED

- Proficiency in Word Processing, creating and utilizing Spreadsheets, Internet Browsing, E-mail, and Data Entry

EDUCATION/EXPERIENCE

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

- Bachelors Degree from a four year university or college
- 3 or more years of experience in program management and delivery
- 4 or more years of experience in outreach-marketing and liaison activities with diverse communities

WORK ENVIRONMENT/PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit for extended periods. The employee must occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Noise level in the work environment is usually moderate.

APPLICATION PROCEDURE:

Interested candidates should send a cover letter and résumé (both required) to hr@womenventure.org with "Career Development Manager" in the subject line or via mail to Human Resources, WomenVenture, 2324 University Ave., Suite 120, St. Paul, MN 55114. Application deadline is August 20, 2010. WomenVenture is an equal opportunity employer. No phone calls please.

This position description is intended to describe the general nature and level of work being performed by people assigned to this position. It is not intended to be an entire list of all activities, tasks, and skills required of people in the position.