



## VACANCY ANNOUNCEMENT

### **Center Manager *SkillSource* Career Center at NOVA Manassas Campus**

The *SkillSource* Group, Inc. supports economic and workforce development initiatives throughout the Northern Virginia region. Through a U.S. Department of Labor grant awarded to Northern Virginia Community College (NOVA), *SkillSource* will open an Affiliate Career Center at NOVA's Manassas Campus in order to increase the attainment of Science, Technology, Engineering, and Mathematics (STEM) credentials for adult workers. *SkillSource* will offer intensive case management services, access to training and job placement assistance to 100 job seekers eligible for Workforce Investment Act (WIA) Programs over the entire grant period. *SkillSource*'s goal through this initiative is to better serve residents in western Prince William County through this affiliate *SkillSource* Center in Manassas and to support job seekers gain training and obtain employment in STEM-related occupations.

As the Affiliate Center Manager for the *SkillSource* Career Center at Manassas, the incumbent will oversee the operations of the Center and serve as the first point of customer service for clients. The Center Manager will be responsible for enrolling job seekers into WIA Programs and assisting their job search and placement into employment. The incumbent will also be responsible for serving as the point of contact with NOVA staff and other partners and will report on all activities and outcomes at the Center.

#### **Responsibilities and Tasks:**

- Greets customers as they enter the Center, assists with sign-in process, and directs customers to the appropriate career and training resources.
- Determines eligibility for WIA employment and training programs; assesses occupational skills and support service needs; addresses barriers to employment through education and training services including on-the-job training; coordinates referred services with partner programs; provides intensive case management to eligible adults.
- Maintains all case files for WIA clients.
- Closely collaborates with Employment and Training staff at the Fairfax County Department of Family Services, the *SkillSource* One-Stop Operator.
- Serves as primary contact for all Center activities, and will represent *SkillSource* at NOVA staff meetings and other events located at the Manassas Campus.
- Prepares monthly reports on Center usage statistics and client outcomes. When necessary, will propose remediation actions to assure that the Center remains within grant-proposed goals and outcomes.
- Conducts and participates in outreach activities to both job seekers and employers in the Prince William County region and Manassas area, such as job fairs and community events.

## **Required Qualifications:**

The Affiliate Center Manager must possess the following background and characteristics:

- Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with a bachelor's degree plus two years of professional work experience. Experience with delivering workforce or related case management is required, with Workforce Investment Act case management experience a plus.
- Possesses excellent written and verbal communication skills.
- Ability to apply complex policies and procedures in the planning, implementation, and management of projects.
- Focused emphasis on customer service.
- Highly motivated, organized and has the ability to work independently.
- Strong work ethic, integrity, maturity and good judgment, an ability and willingness to multi-task, a great sense of humor and excellent proficiency in Microsoft Office products.
- Determination, motivation and commitment.
- Ability to listen and communicate effectively as well as good presentation skills.
- Demonstrated ability to multi-task.
- Access to and utilization of a privately-owned automobile for travel throughout the Northern Virginia region, particularly in Prince William County. (All business mileage will be reimbursed at the IRS-approved mileage rate).

## **Preferred Qualifications:**

- Bilingual and fluent in English and Spanish.
- Direct knowledge and work experience with Federal and State workforce programs, specifically the Federal Workforce Investment Act and its implementation in local One Stop Employment Centers.
- Knowledge of social, economic, health, and cultural factors that can serve as barriers to employment.
- Certified as a Workforce or Business and Employer Service Professional.

The Affiliate Center Manager is a *SkillSource* Group employee, but will be actively engaged and managed as part of the entire WIA Employment and Training team at the Fairfax County Department of Family Services, the *SkillSource* One-Stop Operator. This position is a 40-hour per week commitment.

## **Compensation/Benefits:**

Salary: Negotiable, up to \$50,000 annually. Outstanding benefits package, including an employer-funded Health Savings Account, 401 (k) Plan, Life Insurance and Disability Insurance. Employee option for a Deferred Compensation Plan is available.

## **Background Checks:**

A Criminal Background Check may be conducted for this position, with prior approval by the applicant.

**Location:** This position will be based on the Northern Virginia Community College (NOVA) Manassas Campus located at 6901 Sudley Road, Manassas, VA 20109. Free parking will be provided to staff. The *SkillSource* administrative offices are located at 8300 Boone Boulevard, Suite 450, Vienna, VA 22182. More information about The *SkillSource* Group, Inc. is available at [www.myskillsource.org](http://www.myskillsource.org).

**How To Apply:**

Send a letter of application and resume to The *SkillSource* Group, Inc., attention David Hunn, to the SSG mailing address or by email to [info@myskillsource.org](mailto:info@myskillsource.org). **The application deadline is August 16, 2013 at 5:00 p.m. EDT.**