



Job Description

Manager of WorkSource Atlanta's Hiring and Jobs Programs

Invest Atlanta is recruiting a Program Manager for WorkSource Atlanta's Hiring and Jobs Programs. Reporting to the Executive Director of WorkSource Atlanta and the Assistant Director of Invest Atlanta's American Rescue Plan (ARP) Program. The Program Manager for WorkSource Atlanta's Hiring and Jobs Programs will oversee the development and operation of a new program that will provide individuals in vulnerable populations - such as those experiencing homelessness and returning citizens - with the training, coaching, job-search assistance, and connection to appropriate "wrap around" support services that will enable them to secure paid employment, including apprenticeships. All of the service delivery will be carried out by organizations that are experienced in providing these types of training and development programs; the Program Manager's role will be to develop and execute contracts with those organizations and monitor their performance. This person will also look to reignite the City of Atlanta's First Source Program. The successful candidate will be offered a 2-year fixed term contract.

Background

The City of Atlanta has been allocated \$170,928,821 in American Rescue Plan (ARP) Local Fiscal Recovery Funds.

The overall goals for the allocation of these funds include:

1. Continuing core City services
2. Responding to the continued COVID-19 emergency
3. Investing to address the economic effects on the community, complimenting other funds

Invest Atlanta is the official economic development arm for the City of Atlanta, with a mission to grow a strong economy, build vibrant communities and increase economic prosperity for all Atlantans.

WorkSource Atlanta was created through the Workforce Innovation and Opportunity Act of 2014 (WIOA) and serves as the workforce system for the City of Atlanta. It is responsible for training and workforce development programs and services within Atlanta funded under the WIOA Act.

WorkSource Atlanta and Invest Atlanta are in the process of becoming one integrated agency to unify economic and workforce development strategies.

Invest Atlanta and WorkSource Atlanta have been allocated \$24.7M in Local Fiscal Recovery Funds to deliver the following programs:

1. Regional Partnership for Upskilling in Key Growth Industries
2. Hiring and Jobs Program for Vulnerable Populations
3. Small Business Grants
4. Business Support Technical Assistance Network
5. Permanently Affordable Commercial Space

The agencies are hiring additional staff and procuring partners to support this work.

Job Responsibilities:

- Develop key program guidelines for the City of Atlanta's First Source Program and communicate them to individually adversely impacted by COVID
- Develop key program guidelines and communicate them internally within WorkSource Atlanta as well as to key community partners
- Ensure that the partners contracted to support the program meet their contractual obligations and relevant federal regulations
- Manage the program budget
- Put in place data collection systems and reporting tools that enable Invest Atlanta and WorkSource Atlanta to quantify and demonstrate the impact of this program
- Summarize the overall impact that the program is having on addressing the employment challenges faced by the target populations
- Manage relationships with key community organizations and other stakeholders around critical issues such as recruiting/referring potential program participants

EDUCATION & EXPERIENCE

- Successful track record implementing workforce development/training programs for individuals who have significant barriers to employment
- Organizational skills, with strong attention to detail
- Excellent people and communication skills, particularly related to collaborating with partner organizations around achieving a common goal
- Familiarity with the City of Atlanta (government), as well as with Atlanta's economic and social strengths and challenges.
- Have strong analytical and program management skills
- Have at least five (5) years of work experience.

Resumes should be submitted to jobs@investatlanta.com

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.