



Job Opening - Director of Programs **Full-time, Exempt**

We are looking for a genuine, hardworking Director to support and lead a team of self-directed, idea-generating leaders.

Everyone on our team is a leader because of their vision, passion and commitment to helping create positive change. We value colleagues who prioritize teamwork and collaboration over competition, who embrace flexibility and change, and have the ability to connect with people.

Associates for Training and Development (A4TD) is a nationally recognized workforce development non-profit that originated in 1983. A4TD administers job-training programs for mature workers in five states: CT, ME, NY, PA, and VT. We recognize the dignity and worth of our program participants and hold firm in the belief that mature workers have the right to contribute to their economic stability. When a program participant is offered a job consistent with their interests and abilities, we at A4TD are uplifted and energized to do it again with the next participant. As the demographics of our country's workforce change, we know mature workers bring needed skills and talents to the workplace.

A4TD has an opening for a **Director of Programs** to join our dedicated, mission-driven team. Our dynamic team comes from diverse backgrounds. We are teachers, coaches, accountants, former restaurant managers, veterans, and more. What brings us together is our drive to make a difference in our program participants' lives.

Are you a **self-starter, curious and creative, and ready to learn**? If you are motivated to make a difference, this may be a great fit. We can train the right person.

What is the job?

You will lead a team that administers the **Senior Community Service Employment Program (SCSEP) in Connecticut, Maine and Vermont**. The SCSEP connects low-income, unemployed mature workers with paid internships (on-site, with some remote hours), and then helps them transition to permanent employment to achieve economic independence. Your job is to lead and support SCSEP Career Navigators in all program activities. You ensure that the mission, goals and program objectives are fulfilled, including participant recruitment and enrollment, training, and employer and host agency development. You integrate yourself into communities to build partnerships and you make use of your knowledge of the local labor market to expand our employer base. Your daily communications with staff offer support for program operations and compliance. You manage to performance and are goal driven. You work with the Vice President of Programs to carry out companywide program management functions that satisfy grant requirements, including assisting staff to develop and execute program initiatives, marketing, and regional office staff onboarding. **Moderate travel is required. The position is remote, and the employee must reside in Connecticut, Maine or Vermont.**

What are my job functions?

- Support and supervise Career Navigators to achieve performance goals and meet program requirements
- Monitor, analyze and ensure compliance with program regulations and A4TD's mission, policies and procedures, taking corrective action as needed
- Work with Career Navigators to build program capacity through local connections with the American Job Center Network, WIOA partners, and workforce and aging service organizations. Also, help A4TD staff develop recruitment plans for minorities, veterans, and people with barriers to employment, and lead staff in the development and implementation of strategic outreach plans.
- Develop Host Agency assignments and credentialed training opportunities that correlate with in-demand growth sectors, while engaging with the business community to develop employment opportunities for program participants
- Assist the Vice President of Programs in project development and administrative functions, and oversee a SCSEP project at the local level when there are staff shortages
- Participate in and support the grant application process as necessary
- Welcome other special projects, duties and responsibilities that leads to program success

Salary: \$60,500 per year, exempt

Perks & Benefits:

A very competitive benefits package includes:

- Paid Vacation, Sick, and Holiday
- Employee Assistance Program
- 401(k) and generous match
- Extra paid days off, November & December holidays
- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Flexible Schedule
- A positive, collaborative work environment where your ideas are welcomed
- Opportunities for professional growth and development
- A diverse and hardworking team that learns from one another
- Flexible schedule and flexibility in a way that prioritizes a work-life balance

What you bring to the role:

- **Education:** Bachelor's degree in business, training, HR or related field required
- **Experience:** A minimum of 3-5 years' project management experience to include supervision of staff. A Project Management Professional (PMP) certification and/or prior workforce development experience are valued. Prior non-profit experience is a plus.
- **Strong Commitment** to teamwork and collaboration, while also able to work independently with minimal direction
- **Strong organizational and multi-tasking skills** that enables you to work on several tasks/projects at a time
- **Ability to communicate** tactfully and effectively with community leaders, the public and staff. Strong presentation, oral, and written communication skills.
- **Enthusiasm for coaching** staff to meet their individual work goals while performing at their highest level
- **Ability to mentor and empower staff remotely** using Zoom, Microsoft Teams, Remote Desktops, and VPNs, among other technology

- **Relationship-building skills:** outreach, networking, responsiveness, creativity, and understanding of cultural diversity
- **Project management skills to include:** strong time management; ability to analyze, evaluate and set benchmarks; ability to identify, delegate and monitor completion of tasks
- **Authorization to work** in the USA required.

This highly responsible role asks that you can:

- Evaluate information in an organized and rational manner to understand connections between ideas and/or facts
- Independently recognize and evaluate problems, then reach logical and realistic solutions
- Independently and appropriately interpret and implement regulations, policies and procedures; compile and prepare accurate reports within time constraints
- Clearly present information, including technical data, through verbal and written communication to varied audiences; influence or persuade others through verbal presentation in both positive and charged circumstances; good listening skills
- Establish and nurture working relationships with agencies, organizations and businesses

We would love if you could bring to the role:

- Knowledge of local labor market and workforce systems
- Experience working with mature workers, culturally diverse populations, and people with disabilities
- Bilingual (Spanish)

Our work is important and we have fun doing it. Watching people learn new things when they thought they could not is rewarding!

Apply today.

Be part of the 40+ year legacy!

Email your cover letter with salary requirements, and your resume to hr@A4TD.org.

Only those applicants who submit both documents will be considered.

A4TD is an equal opportunity employer that administers equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities. Free language access assistance is also available. Send an email to jquinn@a4td.org if you are need of these services. Know your rights: Workplace discrimination is illegal.

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Funding Sources:

The estimated total cost of A4TD's Program Year 2024 (7/1/24 to 6/30/25) Senior Community Service Employment Program is \$12,958,523. \$11,662,671 (90%) is funded through U.S. Department of Labor – Employment and Training Administration grants. The other \$1,295,852 (10%) is funded through State and Local resources.