

FMS Workforce Development Board

The Fulton, Montgomery, and Schoharie Counties Workforce Development Board, Inc. is seeking to hire a Part-Time Program Management Specialist. The Program Management Specialist works with other Board Staff to provide support to the Board in overseeing the development and delivery of comprehensive workforce services throughout the three counties.

The Program Management Specialist assists the Executive Director in implementing the policies and carrying out the mission of the FMS WDB by:

- ✓ Researching and drafting local Board Program Policies and Procedures based upon the Workforce Innovation and Opportunity Act (WIOA);
- ✓ Developing monitoring tools;
- ✓ Monitoring subcontractor programs and providing reports, follow-up, & guidance;
- ✓ Analyzing program data, including state and local data, and developing program outcome reports;
- ✓ Assisting in the creation of WDB Requests for Proposals;
- ✓ Developing and delivering training to program staff;
- ✓ Serving as Equal Opportunity Officer;
- ✓ Serving as staff to various Board Committees;
- ✓ Serving as contact person and coordinator of state-level program monitoring sessions;
- ✓ Completing other duties as assigned.

Qualifications for this position include:

- ✓ Strong reading comprehension;
- ✓ Strong communication skills;
- ✓ Experience in monitoring public programs;
- ✓ Experience in identifying workforce training needs;
- ✓ Ability to provide training to staff;
- ✓ Ability to work independently or as part of a team;
- ✓ Ability to build positive relationships;
- ✓ Experience in business, government; or non-profit agency;
- ✓ Resourceful in seeking out answers;
- ✓ Detail-oriented;
- ✓ Strong computer skills;
- ✓ Knowledge of workforce development programs, including the Workforce Innovation and Opportunity Act;
- ✓ Bachelor's degree and a minimum of two years of experience, Associates degree and a minimum of four years of experience, or some combination of both.

Time and Compensation:

- ✓ Part-time, 60% Tuesday through Thursday
- ✓ \$25,000 – \$26,000 depending on experience
- ✓ Competitive benefits package

Closing date for applications is Tuesday, August 22, 2017

A cover letter and resume should be mailed or emailed to:

Gail Breen, Executive Director
Fulton, Montgomery, and Schoharie Counties
Workforce Development Board, Inc.
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