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| Organization: | Fairfax Renaissance Development Corporation |
| Position Title: | Workforce Development Program Manager  |
| Location: | Fairfax Renaissance Development Corporation 8111 Quincy Avenue, Suite 100, Cleveland, Ohio 44104 |
| Contact: | Send resumes to: GPowell@fairfaxdev.org OR mailTo Gail Powell at the address above | Date posted: | July 2017 |
| Will Train Applicant(s): | Yes | Posting Expires: | August 31, 2017 |
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| Fairfax Renaissance Development Corporation (FRDC) is a nonprofit community development corporation serving primarily low to moderate income urban residents in the Fairfax neighborhood in Cleveland Ohio. Incorporated in 1992, our mission is “to strengthen neighborhoods in Northeast Ohio through comprehensive community development.” Since our inception, FRDC has continued to grow and offer numerous programs and services. For example, current programming includes the development and support of affordable housing, utility assistance, technology training, economic development activities, youth programming, workforce development, safety and security initiatives, and neighborhood support services and programming.**POSITION SUMMARY:**The Workforce Development Program Manager is responsible for coordination of FRDC’s Workforce Program. Additional responsibilities include: working with neighborhood residents, businesses, and institutional stakeholders and others to recruit, screen and provide supportive services to persons seeking employment. The position incumbent works with area stakeholders to identify employment opportunities.**PRINCIPLE RESPONSIBILITIES:*** Work with neighborhood stakeholders to identify employment opportunities and coordinate a process to assist residents in the provision of soft skill development and supportive services.
* Supervise the Workforce Assistant.
* Responsible for capturing information necessary for reporting to funders and partners.
* Conduct outreach activities to assist in recruiting residents for the program.
* Conduct workforce development training in partnership with FRDC’s Technology Coordinator.
* All other duties as assigned to meet the responsibilities of this position and to achieve the overall goals of FRDC’s community development initiatives.

POSITION REQUIREMENTS:* Master’s Degree in nonprofit, social science, or urban planning preferred. B.A./B.S. required with a minimum of five (5) years’ experience in a community setting.
* Strong background in program development, grant writing, planning, community outreach and collaboration.
* Ability to work with diverse groups of stakeholders including neighborhood residents, community-based organization representatives, community leaders and public officials.
* Understanding of contemporary urban neighborhoods issues and knowledge of public and private organizations working to address urban challenges.
* Extensive experience with use of organizational technology, specifically personal computers and related software/hardware to support design and implementation of project management and organizational systems.
* Strong interpersonal and writing skills, highly organized with attention to detail, and the demonstrated capacity to manage multiple projects to meet deadlines.
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