

<b>Job Title</b>	Workforce Development Manager
<b>Employer/ Agency</b>	Christian Community Service Center
<b>Job Description</b>	<p><b>Christian Community Service Center</b> is a social service agency supported by 39 churches in central/southwest Houston. Our aim is to alleviate the effects of poverty. We are currently seeking a Workforce Development Manager to oversee CCSC's JobNet program. The Workforce Development Manager will lead dedicated volunteers who provide computer training and tutoring, workshops on job search topics, and 1-on-1 job search, resume, and interview preparation assistance. The Workforce Development Manager also works closely with a dynamic and growing team that includes staff in CCSC's vocational training and coaching programs. Together, our employment programs team is equipping and supporting members of our community to achieve their career dreams.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> <li>• Plan, develop, and guide implementation of evidence-based services that equip JobNet clients to find employment that leads to financial stability.</li> <li>• Manage JobNet volunteers by providing effective leadership, ongoing support, and on-the-job training.</li> <li>• Oversee daily management of the JobNet facility and computer lab, ensuring smooth operations and troubleshooting problems as needed.</li> <li>• Supervise 1 part-time assistant manager.</li> <li>• Lead program data collection efforts and report program results such as employment and income data. Use data to identify opportunities to improve and enhance services.</li> <li>• Build and maintain knowledge of labor market trends and implement program changes in response to evolving conditions.</li> <li>• Provide direct services to clients, as needed, in the absence of volunteers.</li> <li>• Identify and pursue opportunities to collaborate with other CCSC programs and outside organizations to increase impact and improve client outcomes.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 2+ years' experience in social services. Strong preference for experience with job search, training or other employment services.</li> <li>• Bachelor's Degree. Preferred disciplines include social work, business, social sciences or similar fields.</li> <li>• Strong leadership and interpersonal skills to inspire, motivate, and equip volunteers to do their best work.</li> <li>• Attention to detail and enthusiasm for effectively managing day-to-day operations of a multi-faceted program</li> <li>• Creative problem-solver with strong critical thinking skills to identify effective approaches to meeting employment needs of low-income clients.</li> <li>• Spanish language skills a plus</li> </ul>
<b>Salary/Hours</b>	Full-time, Competitive Salary

<b>Employer/Agency</b>	Christian Community Service Center
<b>Address</b>	3434 Branard
<b>City, State, Zip</b>	Houston, TX 77027
<b>Contact Person</b>	Stefanie Lopez
<b>Contact Title</b>	Program Director, Employment Programs
<b>Telephone Number</b>	713-961-3993
<b>Email Address</b>	<a href="mailto:slopez@ccschouston.org">slopez@ccschouston.org</a>
<b>Application Method</b>	To apply, please send a cover letter and resume with “Workforce Development Manager” as the subject line to: Stefanie Lopez, Program Director-Employment Email: <a href="mailto:slopez@ccschouston.org">slopez@ccschouston.org</a>
<b>Opening Date</b>	Immediate

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