



*Advocating better skills, jobs, and incomes*

**Programs Manager  
Job Opportunities Task Force - Baltimore, MD**

**Organizational Overview:**

The mission of the Job Opportunities Task Force (JOTF) is to develop and advocate policies and programs to increase the skills, job opportunities and incomes of low-skill, low-wage workers and job seekers in Maryland.

**Position Description:**

The Programs Manager is responsible for overall coordination and oversight of JOTF's programmatic efforts, specifically Project Jumpstart. The Programs Manager will be responsible for identifying and developing sector-based strategies that increase industry access for low-skill, low income workers and jobseekers, while supporting JOTF's efforts to remove policy barriers impacting the workforce. The ideal candidate will be a self-driven, team player with a keen ability to think and act boldly and strategically for the benefit of the organization and its constituencies.

**Responsibilities:**

- Oversight and management of Project Jumpstart, including but not limited to program staff supervision, grants management (including budgeting and reporting) and general administration
- Track overall programs performance, prepare regular reports and recommend modifications where necessary and appropriate
- Coordination of JOTF program operations
- Work closely with the CEO, COO, Research Analyst and Programs staff to explore, develop, and implement new sector-based strategies that help low-skilled workers access jobs and/or training
- Assist in development of training and technical assistance to state and local workforce development agencies
- Establish and cultivate strategic relationships with the business community, including private and public sector partners, and key program and organizational partners and stakeholders
- Coordinate support for JOTF's policy agenda with JOTF's policy team, program staff and participants

**Requirements:**

- A keen understanding of the racial and socioeconomic dynamics of underserved communities
- Familiarity with the educational and employment barriers facing low-income, low-skill workers and the workforce needs of employers
- Experience with community organizing and outreach, program management, including program data collection tools such as Apricot, and marketing preferred
- Experience in Construction or Maryland growth industries is a plus
- Demonstrated ability to work with diverse organizations and populations including community members, employers, policymakers and funders, particularly in the Baltimore metropolitan region

- Excellent interpersonal and communication skills, including writing and public speaking
- Must be organized and detail oriented, and have the ability to work in both a team setting and autonomously
- Must be a self-starter with an entrepreneurial drive and demonstrated ability to handle multiple priorities simultaneously and meet deadlines under stressful conditions
- A successful candidate will have an educational background in human services, social work, psychology, or a related field. Bachelor's degree preferred with experience providing case management or job-training services. Mental health and/or trauma-informed training a plus.
- Extensive experience providing case management and/or job-training services to under-served populations of color may be substituted for educational requirement.
- Must have reliable transportation and willing to commute between program sites
- Should have a flexible schedule as program classes run in the evenings and program related events can occur in the evening and on weekends
- Other duties as assigned

**Position Details:**

Until otherwise noted, work will be performed remotely and virtually. Where safe and feasible, work may be based out of our downtown Baltimore office with regular visits to program locations in Baltimore City. Project JumpStart classes and program related events occur in the evening and, at times, on weekends.

Parking at the Baltimore office and reimbursement for business travel is provided.

**Compensation:**

Salary offered is \$65,000, commensurate with education and experience. JOTF offers a competitive benefits package including health insurance, matched 403(b) and paid leave.

JOTF strongly values diversity and inclusivity in the workplace. JOTF is an equal opportunity employer and does not discriminate on the basis of race, creed, color, religion, gender, gender identity, sexual orientation, national origin, marital status, religious or political affiliation or any other classification considered discriminatory under applicable law. Baltimore City residents and individuals with criminal justice involvement are strongly encouraged to apply.

For background information about the Job Opportunities Task Force, see our website at [www.jotf.org](http://www.jotf.org).

**To Apply:** Send a cover letter, resume and three (3) professional references to [resumes@jotf.org](mailto:resumes@jotf.org).

**For best consideration, please submit application materials no later than August 26, 2020.**