



Job Posting	<p style="text-align: right;">Internal Date Posted: February 2, 2012 External Posting Date: February 2, 2012 Closing Date: March 2, 2012</p>
Position Title:	Associate Manager – Youth Services
Starting Salary:	\$50,086.40 – \$62,608.00 (Level 214)
Minimum Education:	Bachelor’s Degree (BA or BS) preferably in education, social sciences or business management from a four-year college or university.
Minimum Experience:	Minimum of two years related experience and/or training
Minimum Knowledge, Skills & Abilities: (Partial List)	<ul style="list-style-type: none"> • Excellent verbal communication skills to include public speaking, presentation and human relations skills. • Excellent written communication skills to include writing business reports, correspondences and procedure manuals. • Project management experience. • Ability to lead, organize and direct a team. • Contract monitoring knowledge and experience. • Ability to read, analyze and interpret complex documents. • Must be able to network effectively with youth and adults, both of diverse socio-economic backgrounds. • Knowledge of budget development, management by objectives and goal setting. • Negotiating, analytical and time management skills. • Must possess good reasoning ability. • Ability to accurately compute percentages, budgetary amounts, statistics and other formulas necessary for business analysis. Must be able to interpret charts and graphs.
Duties and Responsibilities: (Partial List)	<ul style="list-style-type: none"> • Supports the development and implementation of program processes and procedures. Assures that program operations and staff comply with related processes and procedures. • Will have full knowledge of the youth components of the Workforce Investment Act (WIA) and provide staff with updates and training as needed and as changes are enacted. • Responsible for the monitoring and completion of the process to assure accuracy for the Request for Proposals (RFP) for participants in the WIA Youth program for year round and summer employment. • Have full knowledge of ASSET and provide related support as needed to staff. • Manages supervisory responsibilities of Project Specialists and Team Leads in accordance with the organization’s policies and applicable laws. • Oversees data collection and reporting. • Represents the MAWIB on the Youth Council committee. • Tracks and reports out on best practices for the youth department. • Develops effective, cooperative relationships with school, state federal and local officials, national leadership and private sector employers on behalf of the JAG Programs. • Reads and interprets national guidelines for the JAG program and is responsible for their successful implementation. • Assists in planning for on-going staff training and in-services as required to assure attainment of program objectives and goals. • Aids in the development of goals and objectives for all Youth Services staff. • Assists in developing and implementing a program calendar and timetable. • Enforces rules and regulations related to program requirements. • Attends job-related and program related meetings. • Requires working some evenings and weekends including periodically traveling out of state.

Interviews may be conducted during the posting period.

To Apply:	Send cover letter and resume, stating the position that you are applying for, to: Human Resources Milwaukee Area Workforce Investment Board (MAWIB) 2342 N. 27th Street Milwaukee, WI 53210 Fax: (414) 225-2375; E-Mail: hr.manager@milwaukeeewib.org

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