

ASSISTANT DIRECTOR JOB POSTING

The WorkLink Workforce Development Board, in conjunction with the SC Appalachian Council of Governments, is seeking a highly motivated person to perform necessary functions in the Workforce Innovation and Opportunity Act (WIOA) program in Anderson, Oconee, and Pickens counties. This person will serve as the Assistant Director to the WorkLink Workforce Development Board and may act for the Executive Director in their absence.

This position will manage and monitor grants for compliance with policy and regulations, including assisting the Executive Director with SC Works system oversight. Monitor service delivery accomplishments against identified customer service expectations, financial, enrollment, and demographic objectives. Oversee the planning and implementation of projects or initiatives, including outreach. Coordinate the SC Works Center Operations Committee and others as requested, including recruitment of members in accordance with WIOA requirements. Represent the Board in meetings and activities affecting operations or in the community as needed. Assist with grant writing and procurement processes. Assist with coordination of Board meetings and recording of minutes.

The Assistant Director will be responsible for both building long-term relationships and acquiring information relevant to training, education, and workforce needs. The Assistant Director must be an excellent communicator, problem solver, and conflict resolver. Ability to establish and maintain productive, positive relationships with a wide spectrum of people and groups including internal staff, grant recipients, employers, job seekers, and external organizations. Ability to apply the mission, vision, and values of the Board to grant oversight. Knowledge of labor market trends, demographics, and their impact. Ability to collect, interpret, analyze, and report data. Ability to conduct research using appropriate research methodologies. Ability to interact and effectively communicate with the public, media, and internal and external stakeholders. Ability to communicate effectively in written and oral form. Ability to write, recommend, and evaluate policies, processes, and procedures. Ability to complete required tasks in a timely and thorough manner, in accordance with WIOA regulations, state instructions, and Board policies.

A bachelor's degree in management, business, or human services field plus two years of grant or project management experience or a combination of related education and experience. Candidate should have exceptional written, verbal, technical, analytical, and interpersonal skills. Ideal candidate should have considerable knowledge of state and federal employment and training grant programs, including budgeting and state procurement, experience in workforce or economic development, or experience in SC Works (or American Job Center) operations. Salary Band for this position is \$54,046 to \$81,653.

Send cover letter, resume, and three references by July 21, 2023 to Jennifer Kelly, WorkLink, 1376 Tiger Blvd, Ste 102, Clemson, SC 29631 or email to jkelly@worklinkweb.com. EOE.