



## Position Description: WIOA Program Manager

**Classification:** Exempt  
**Reports to:** Program Manager  
**SOWIB Salary Level:** Level 2: \$67,392-\$90,675  
**Type:** Full Time  
**Date:** August 2024

### Summary/Objective

This position is responsible for assisting in the implementation and management of Adult and Youth WIOA, State and other federal grant funds.

### Position Requirements

- Implement and manage Adult and Youth WIOA, State and other federal grant funds.
- Assist in the development, implementation and maintenance all necessary program policies and/or processes in accordance with applicable laws, rules and regulations.
- Assist with program contracts and budget development.
- Oversee subrecipient grant contracts, including: accurate data collection, reimbursement request approvals, and monitorings.
- Provide technical assistance and training to subrecipients in various aspects of the grants, including: eligibility, contract management, budgets, policies and procedures for compliance, and data tracking.
- Recruit, enroll, case manage and provide wrap services for participants directly, when necessary and if grant funds permit.
- Ensure all aspects of the program are delivered within scope and within budget.
- Assist in the oversight of the One Stop system including the implementation of the statewide Operational Standards.
- Provide necessary reporting information in a timely manner per internal and external requirements.
- Participate in, and provide information for relevant HECC, and other funder, monitorings.
- Cultivate relationships with Workforce partners and statewide peers.
- Represent SOWIB at local, state and nationwide conferences, meetings and events, as needed.
- Partner and innovate with community partners to develop new partnerships.
- Support data tracking and resource navigation.
- Maintain working relationships with agency staff, partners and community leaders.
- Other duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

### Supervisory Responsibility

N/A

### Work Environment

While performing the duties of this job, the employee regularly works in an office setting, out in the community and with a diverse population.

### Travel

- This position requires local travel across Coos, Curry and Dougals counties. This position may include occasional travel around the state and to conferences.

### Preferred Education and Experience

- Bachelor's degree, or other equivalent education and/or work experience combination.
- Strong working knowledge of Microsoft Office, including, Excel, Word, Outlook, and PowerPoint.
- Proficient written and verbal communication skills, including accurate grammar and business correspondence.
- Excellent organizational and time management skills and the ability to prioritize in a fluid changing environment.
- Must be organized, flexible, independent, self-motivated, enthusiastic, dependable, and detail-oriented.
- Non-profit experience.



## Position Description: WIOA Program Manager

- Knowledge of the Workforce Innovation and Opportunity Act.
- Experience in program, project, or grants management.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of the employee's activities, duties, or responsibilities to do this job. Duties, responsibilities, and activities may change at any time with or without notice.