

**POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NO: E/BFSC 1-2012

POSITION: **PROGRAM MANAGER**

OPENING DATE: 01/27/2012

CLOSING DATE: 02/10/12

OPEN UNTIL FILLED: \_\_\_\_\_

SALARY: **Commensurate with Experience**

FLSA STATUS: **EXEMPT**

EMPLOYMENT STATUS:  Full-time     Temporary     Part-time

**EMPLOYMENT PREFERENCE:** To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit evidence of residency at the time of application. Preference **will not** be granted unless the evidence is made at the time of application. Additional consideration will be given to qualified residents in the E/BFSC target area.

**MISSION:** To Strengthen Families and Build Vibrant Communities in Washington, DC.

**E/BFSC provides family-centered work readiness and placement services to Temporary Assistance for Needy Families (TANF) customers, under an agreement with the District of Columbia Government.**

**BRIEF DESCRIPTION OF DUTIES:**

Under the direct supervision of the Program Director, the Program Manager is responsible for day-to-day operations, performance management, staff management and continuous improvement related to the TANF Employment Program. The Program Manager is responsible for specifying, implementing, and continuously improving robust and efficient business processes that will provide excellent customer service and deliver positive outcomes. S/he develops and implements the policies and procedures for the E/BFSC employment program and best practices, and supervises direct reports.

**QUALIFICATIONS REQUIRED:**

- A minimum of a Bachelor's Degree from an accredited U.S. college or University
- A minimum of five (5) years of experience and demonstrated ability to manage and operate an effective adult learning, workforce development, or employment placement program

**SKILLS/COMPETENCIES REQUIRED:**

- Demonstrated competencies in strategic planning, problem solving, financial management, team leadership
- Ability to prioritize and multitask
- Effective verbal and written communication skills
- strong interpersonal and staff management skills
- Effective leadership and strategic planning skills
- Strong organizational and time management skills; attention to detail a must
- Demonstrated computer literacy and highly proficient at using Microsoft Office
- Knowledge of TANF customers and the challenges they typically face
- Demonstrated cultural competence and responsiveness
- Demonstrated commitment to service and the needs of families and communities
- Ability to work well in a fast-paced professional environment

**Candidates must have a valid driver's license, copy of driving record and proof of valid auto insurance. Must obtain a FBI, Police and Child Abuse Registry Clearance; be available during evenings and weekends, and must provide health certification and proof of TB screening test.**

**HOW TO APPLY**

Candidates must submit resumes to Human Resources at [resume@ebfsc.org](mailto:resume@ebfsc.org) or fax via 202-832-9401