



## JOB DESCRIPTION

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### WIOA YOUTH DIRECTOR

The leadership of Family and Workforce Centers of America (FWCA) has a history of serving the St. Louis community for over 30 years. FWCA has an immediate opening for **WIOA Youth Director** for the Missouri Job Center (JC).

#### **POSITION SUMMARY**

Work and coordinate with OWD, subrecipients, and local stakeholders to manage day-to-day operations of staff and Workforce Innovation and Opportunity Act (WIOA) Youth programs.

#### **Job Functions**

- Responsible for managing the day-to-day operations, grant activities, implementing all state and local policies, maintaining all work-related papers and electronic documentation, and ensuring program goals are achieved.
- Conduct regular internal monitoring of staff and their caseload activities and files (physical or electronic).
- Responsible for maintaining expenses and budgets.
- Coordinate all activities to ensure compliance with WIOA, OWD, local policies and guidelines.
- Creation of reports and presentations detailing enrollment, employment, program completion and supportive services.
- Coordinate with Compliance to ensure accurate data entry.
- Oversee all aspects of hiring, training, and evaluation of staff.
- Biweekly meetings with direct hires/staff members.

#### **Job Skills and Abilities**

- Ability to multi-task and meet important deadlines.
- Computer skills and data entry (e.g. Microsoft Suite, MoJobs).
- Able to effectively communicate verbally and in writing.
- Effective decision-making skills.
- Provide and maintain physical and electronic records, documents, policies, procedures, and training information.
- Attention to detail.
- Data analysis and report writing.
- Ability to work independently and within a team.
- Working knowledge of WIOA Youth policies and procedures.

#### **Job Qualifications**

- Bachelor's or master's degree in business, social work, human services or a related field. 5-7 years of business, social work, human services or WIOA workforce experience.