

Job Posting

Employment and Support Service Manager, YW Works

The YWCA St Paul seeks a dedicated passionate and dependable leader who has solid experience providing employment services to African American families participating in the Minnesota Family Investment Program (MFIP), while supporting and developing the internal team. As an agency serving St. Paul for more than one hundred years deeply committed to the YWCA mission of eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all - social justice and equity work is at the core of everything we do. Our programming is holistic, focused in the areas of housing stability, economic development, education, youth empowerment, health, and wellness.

This role is based in St Paul, Minnesota, and in early 2022 we will be re-opening to in-person work in our office.

This role will support our YW Works program working under our contract with Ramsey County providing culturally specific programming to the African American population.

This role spends 90% of their time managing the YW Works Program:

- Managing the YWCA contract with Ramsey County Workforce Solutions
- Providing oversight and implementation of the YW Works budget
- Ensuring contract management and compliance is fulfilled
- Ensuring outcome metrics and measurements are achieved
- Reviewing program data weekly to improve program outcomes
- Supervising Employment Counselors, providing professional development, coaching, and training
- Supervising Data Specialist providing Workforce One data entry, reporting and compliance with Ramsey County MFIP policy and procedures
- Representing YWCA St Paul in the community to promote the YW Works program and YWCA mission

Also assists leadership on implementation of Housing Stability Initiative. Internally, provides development, training, and delivery of African American Culturally Specific programming to all YWCA staff, championing the advancing of employment and economic goals.

Qualifications:

- Bachelor's Degree in Business, Human Services, or related field, plus three years or more experience in business and/or program management and development-or the equivalent in work experience.
- Proven history of growth and success in meeting outcome goals.
- Commitment and ability to work with diverse populations.
- Minimum of two years of experience in leading, developing, and supervising staff.
- Strong interpersonal communication skills and the ability to manage conflict constructively.
- Basic ability in Office 365 Microsoft Suite with the ability to maintain confidentiality
- Access to reliable transportation for day travel.

Preferred:

- Experience working with Minnesota Family Investment Program (MFIP) and related recording systems.

YWCA St. Paul offers a competitive benefits package and compensation is dependent upon experience and qualifications. The hiring range for this position is \$49,500- \$60,000 annually. Vaccination is required.

If you are looking for an opportunity to make a difference and work in a collaborate environment where we celebrate and appreciate each other, please complete the Employment Application on our website:

<https://www.ywcastpaul.org/jobs>

Forward application, resume, cover letter to: **Email:** hr@ywcastpaul.org **Fax:** 651-305-1602

Mail: YWCA St. Paul, 375 Selby Ave., St. Paul, MN 55102

The YWCA St. Paul is an Equal Opportunity Employer