

TRWIB, Inc. (Three Rivers Workforce Investment Board)

Position: Youth Policy Manager
Location: 425 Sixth Avenue, Suite 650 Pittsburgh, PA 15219
Reports To: Director of Projects and Operations

Summary

The Three Rivers Workforce Investment Board (TRWIB) is a public/private policy board charged with overseeing and creating policies on local area workforce development initiatives. The Youth Policy Manager is responsible for coordinating and implementing the TRWIB's workforce development activities aimed at the City of Pittsburgh and Allegheny County's youth population. The position entails: program planning and evaluation; meeting planning and facilitation; training development and delivery; and partnership building.

Essential Duties and Responsibilities

- Staff the Youth Policy Council – develop agendas, ensure timely compliance with state and federal mandates, keep council membership current, align TRWIB and council goals, among other duties;
- Works with the TRWIB's Youth Policy Council to inform the TRWIB's Policy Committee about policy priorities related to youth.
- Forges relationships with schools and youth-serving organizations that serve both in-school and out-of-school youth in the city of Pittsburgh and Allegheny County.
- Conducts outreach to CareerLink, schools, and youth-serving organizations in the city of Pittsburgh and Allegheny County to understand their technical assistance and capacity-building needs.
- Identifies and promotes opportunities for TRWIB Board Member involvement in the TRWIB's youth activities.
- Presents best practices in youth workforce development to educators, practitioners, state administrators and employers;
- Conducts presentations and develops training modules on a wide variety of topics
- Works with youth program staff from the city of Pittsburgh and Allegheny County to coordinate the annual RFP and funding process for WIA-funded youth programs in the city of Pittsburgh and Allegheny County.
- Works with youth program staff from the city of Pittsburgh and Allegheny County to evaluate performance of WIA-funded youth programs in the city of Pittsburgh and Allegheny County.
- Manages youth grant guidelines, budgets and reporting requirements from State, Federal and foundation sources.
- Coordinates other youth programming relevant to TRWIB's mission.
- Collaborates with TRWIB staff to meet organizational goals.
- Other duties as assigned.

Required Knowledge, Skills and Abilities

- This job requires a motivated self-starter who is passionate about enhancing the ability of young people to succeed in the world of work.
- Ability to establish and maintain effective working relationships with supervisors, associates and outside agencies.
- Ability to understand and utilize youth development policies, best practices, and basic statistical data.
- Ability to establish and replicate youth development and programming best practices.
- Ability to communicate effectively, orally, in writing, and through graphic presentations.
- Ability to identify program goals and analyze performance against these goals.
- Experience with project management and capacity to manage multiple priorities with several different organizations and partners.
- Strong organizational and time management skills.
- Strong computer skills including experience using Microsoft Word, Outlook, Excel, Access, and Powerpoint.
- Other duties as assigned.

Education/Experience Requirements

A Bachelor's degree or equivalent is preferred. Strong interest in youth workforce development and project management experience desired. Experience working with schools, community-based service delivery organizations, and an understanding of the process for developing and delivering training a plus.

To Apply

Please send a resume, cover letter, salary requirements, and three references to Audrey Bode at abode@trwib.org. All applications must be complete and received by October 15, 2009. No phone calls please.

TRWIB provides equal opportunity in employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. TRWIB, Inc. is an EEO employer.