

JOB DESCRIPTION

BLUEPRINT Employment Office Manager

Summary of Job Duties:

1. Provide and implement specific planning objectives and guidelines for the BLUEPRINT Employment Office.
 2. Direct the programmatic operations of the BLUEPRINT Employment Office and management of staff and activities.
 3. Provide monthly reports to the BLUEPRINT Special Project Manager.
 4. Meet with community based organizations to develop partnerships and to foster community relations.
 5. Other duties as assigned.
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Provide and implement specific planning objectives and guidelines for the BLUEPRINT Employment Program.

- In conjunction with the BLUEPRINT Program Office, provide and implement specific planning objectives and guidelines for the program.
- Directs employment activities to ensure participants are recruited and considered for training and/or open positions.
- Interact on a daily basis with staffs, establishing priorities for enhancement of the BLUEPRINT Employment Office objectives.

Direct the programmatic operations of the BLUEPRINT Employment Program and management of staff and activities.

- Directly oversee BLUEPRINT Employment Office staff.
- Provide direction, leadership, and motivational techniques in creating a work culture whose values, behaviors, and vision promote staff and participants to do and be their best.
- Maintain and continue to improve the comprehensive services provided by the BLUEPRINT Employment Office.
- Recommend changes in programmatic operations to carry out objectives of the program.

Provide monthly reports to the BLUEPRINT Special Project Manager.

- Prepares monthly comparative statistical reports, documentation, and follow-up/acknowledgement correspondence necessary for the BLUEPRINT Employment Office.
- Manage program statistics for better decision making and reporting.

Meet with community based organizations to develop partnerships and to foster community relations.

- Be equipped to give tours/presentations as requested on the Community Venues Employment office.
- Develop strategies to access community leaders, businesses and various groups for cultivation and inclusion.

Other duties as assigned.

Job Skills:

- BA/BS preferred or related experience.
- Ability to function as a member of cohesive management team.
- Strong understanding and experience working with homeless, ex-offenders, and at-risk populations.
- Ability to utilize a variety of leadership/management styles necessary to motivate staff, participants and supporters and to generate growth and efficiency.
- Sensitive to various cultures and lifestyles.
- Exceptional levels of expertise of communication, presentation, organizational, and interpersonal skills required.
- Significant social service and/or business development expertise required. Relationships with like organizations and agencies preferred.
- Computer literacy in Microsoft Word and Excel preferred.