



DINWIDDIE COUNTY

invites applications for the position of:

Youth Workforce Development Manager

SALARY: \$40,752 - \$46,107 Annually

OPENING DATE: November 25, 2019

CLOSING DATE: December 6, 2019

[Click here to apply for this position](#)

General Definition of Work

To effectively manage youth workforce development initiatives. This position manages career exploratory and preparedness events and programs. Prepares and maintains reports and correspondence, and related work as apparent or assigned. Work is performed under the moderate supervision of the Deputy County Administrator of Planning and Community Development.

Qualification Requirements

To perform this job successfully, an individual must be a creative thinker, a self-starter and able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

- Plan and develop youth programs in coordination with local school district, youth, community organizations, the business community and our service area at large.
- Market youth programs and events to the community.
- Recruit, hire and evaluate employees in youth programs.
- Coordinate and manage career exploratory programs and events in conjunction with the local school systems and business community.
- Plan and coordinate young adult career readiness programs to connect the pipeline of a ready workforce for targeted industries.
- Monitor and evaluate quality and effectiveness of youth programs and report on outcomes.
- Perform daily tasks, including correspondence, reports, grant administration, and record keeping.
- Participate in local and regional business meetings, trade shows, community organizations and professional organizations as required.
- Assists with special events such as ribbon cutting and ground breaking ceremonies.
- Assists with the preparation and writing of program proposals.

- Assists the Deputy County Administrator in maintaining a liaison between the governing body, public, division, state, regional and local organizations.
- Serves as volunteer coordinator for County projects.
- Participates in the development of marketing plans and promotional campaigns.
- Performs assigned special projects as needed.

Knowledge, Skills and Abilities

Knowledge and experience with creating and managing youth educational and enrichment programs. Ability to develop new programs and curricula. Customer service principles and practices. Ability to communicate ideas clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with County officials, Dinwiddie County Public Schools, businesses, community organizations and the general public. Knowledge of marketing, record keeping processes; grants and report management. Attention to detail and deadlines. Excellent computer skills. Project planning and management skills, including budget management; meeting facilitation skills; team leadership skills; supervisory skills; presentation skills; networking skills. Knowledge of business principles required. Event management skills.

Working knowledge of workforce development, marketing, advertising and communication principles and practices in the areas of print production, and web-based tools. Ability to work occasionally in the evenings and on weekends.

Education and Experience

Program development and management experience required. Baccalaureate degree strongly preferred or equivalent combination of experience and education. Experience working with youth required.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.