



A rich history of changing lives.

Jewish Family Services helps individuals and families achieve economic independence and emotional stability. We provide a unique combination of counseling, case management and workforce development services, using a person-centered approach to tailor services to meet the complex needs of the people who come through our doors.

Our organization is rooted in a rich history of Jewish values. Our services are not limited to those in the Jewish community, but are available to individuals of all races, ethnicities, and religions and from all economic circumstances. Our dedicated and talented staff reflects the diverse communities we serve.

Position Opening

Manager of Workforce Development

The Manager of Workforce Development will oversee programming that addresses the needs of the adult workforce population. The successful candidate will have experience developing and managing workforce development programs, leading collaborative teams and exceeding funder expectations.

The Manager of Workforce Development will work closely with Jewish Family Services program directors and direct service staff to support our integrated wrap-around service model.

Primary Duties and Responsibilities

- Supervise direct service staff
- Provide ongoing progress reports and other communications for key funders and other stakeholders
- Collect and use data to inform the work and demonstrate impact
- Develop collaborations with community partners to assist the target populations we serve
- Motivate and maintain productivity of staff and ensure that performance benchmarks are met and exceeded
- Demonstrate knowledge and expertise in workforce development
- Demonstrate experience in program management
- Exhibit analytical and decision-making skills, with the ability to prioritize and communicate key objectives and tactics necessary to achieve organizational goals
- Ensure Jewish Family Services complies fully with the terms of its contracts, including documentation, tracking, and requirements; access to supportive services; job readiness and career counseling activities; and employment placement and retention services
- Provide services related to adult workforce development as needed



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Personal characteristics

- Self-directed, action-oriented, innovative and flexible
- Passionate, humble and mission-driven, with a positive attitude and the highest integrity
- Collaborative team-builder
- Intuitive of other's needs in order to develop and manage trusted relationships with staff, partners and funders
- Leads by action and understands responsibility of maintaining the organization's reputation as a trusted workforce partner through community visibility, networking and participation in relevant organizations and/or committees

Qualifications

- Experience managing programs or multiple projects and responsible for their deliverables
- Bachelor's degree and/or relevant workforce development experience
- Strong computer skills, including Microsoft Office Suite (Office 365, Word, PowerPoint, Outlook, and Excel) and CRM/Salesforce experience
- Project-management, organizational and time-management skills
- Ability to self-motivate and motivate a team
- Alignment with agency mission and desire to participate fully in agency life and culture
- Drive to make a positive difference both internally and within the Central Ohio community

Jewish Family Services offers a caring work environment, along with competitive wages and a generous benefits package.

If you are interested in applying for the position, please send a resume and cover letter to [hiring@jfs columbus.org](mailto: hiring@jfs columbus.org), attention: Melissa Starr

We believe
that we should treat ourselves and each other
with dignity and respect.

We believe
that all people, no matter how different, are connected.

We believe
that people should feel safe in their homes and community.

We believe
that we have a communal responsibility to stand up for each
other,
especially for those among us who are vulnerable.

We believe
that we should speak honestly, straightforwardly and
respectfully.

We believe
that we should respect and accept our neighbors as ourselves.

We believe
in being fully engaged and "all in."