



Position Description: Program Manager, Dislocated Worker Services

Status:	Full-time, Nonexempt
Starting Compensation:	\$60,000
Paid Time Off:	Accrual begins at 5 weeks annually in addition to at least 10 paid holidays
Reports to:	Director of Takoda Institute
To apply:	Email interest statement, résumé, and references to kimberlyb@takoda.org .

Summary

This position manages American Indian OIC's Dislocated Worker Small Layoff Grant (DW SLIG). The manager is responsible for meeting program goals through the delivery of high-quality career counseling services and they ensure compliance with contract protocol and reporting requirements.

Duties & Responsibilities

- Identify program development goals that align with contract requirements and implement plans to achieve them
- Provide career counseling services to a modest caseload of dislocated worker participants. Duties include but are not limited to: outreach, assessment, co-development of employment plans, connecting participants to education and employment opportunities, and linking participants to resources like childcare, housing, health services.
- Monitor intake process/activities and facilitate group or one-on-one information sessions when necessary
- In partnership with the program director and finance team, develop and coordinate the submission of required reports and invoices
- Develop internal and external partnerships and processes that advance program referrals and goals
- Represent American Indian OIC at community events to advance the program's recruitment and visibility goals
- Represent American Indian OIC at relevant meetings, trainings, and events
- Follow protocols for file management, data entry, and privacy protections
- Work with the External Relations department to promote program and client successes

This should not be considered a comprehensive list of job duties and responsibilities and the scope of the position may reasonably change as necessitated by organizational needs.

Qualifications

Required

- Two or more years' experience working in a Dislocated Worker program
- Experience and competency working with diverse populations
- Strong verbal and written communication skills
- A proactive approach to relationship development and goal achievement
- Ability to create trusting and professional relationships with participants
- Strong time management skills and ability to meet deadlines
- Proficiency using a personal computer and Microsoft Office/Office 365
- Ability to follow privacy and confidentiality policies and ability to enter data accurately
- Ability to work both independently and as part of a team

Preferred

- Understanding of Minnesota's Indigenous communities, cultures, and practices
- Five or more years' experience in the workforce development field
- Post-secondary degree in Human Services or related field
- Experience administering and reporting on government contracts
- GCDF certification or willingness to obtain
- Workforce One data experience or ability to learn

Physical Demands & Work Environment

American Indian OIC is a culturally rich environment and follows a business casual dress code. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job and are characteristic of those encountered while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands, reach with hands and arms, and talk or hear. The employee may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and ability to see color. The noise level in the work environment is typically moderate.

Compensation & Status

The program manager is a full-time, nonexempt position with compensation starting at \$28.85 per hour. American Indian OIC's office hours are Monday-Friday from 8:30am-4:30pm, however weekend and evening hours may be required occasionally. With supervisor approval, this position may be granted reasonable remote work privileges. This position qualifies for medical, dental, and retirement benefits. Up to five weeks of paid time off can be accrued during the first year of employment with increases in subsequent years. American Indian OIC also offers at least ten paid holidays annually. Free onsite parking is available, and the campus is easily accessible by bike, bus, and light rail.

Application Process

Promptly submit a résumé, cover letter, and references to kimberlyb@takoda.org

About American Indian OIC

American Indian OIC (AIOIC) was established in 1979 to address the education and employment disparities faced by Native American families living in and around South Minneapolis. The organization was founded as a career counseling provider, but now offers multi-faceted education and workforce development services through its alternative high school, Adult Basic Education program, job training center, and career counseling services. The goal of these programs is to give people the foundational education and support needed to pursue meaningful career opportunities. Although it was founded to serve people of Native descent, most of AIOIC's programs are open to anyone regardless of race, creed, gender, religion, age, or sexual orientation. Annually, more than 1,000 people from the Twin Cities metropolitan area and affiliated with 40 distinct tribal nations from the US and Canada, utilize AIOIC's services.

American Indian OIC is an Equal Opportunity/Affirmative Action Employer and will not discriminate against any person on the basis of race, religion, national origin, or sex in violation of the Title VII. AIOIC prohibits discrimination against employees or applicants for employment on any legally recognized basis ("protected class") including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, or any other protected class under federal, state, or local law.