

Job Title: Workforce Development Programs Manager

Salary Range: \$55,000 - \$60,000

Location: Southern Georgia

Job Type: Full-Time (Monday to Friday, 8:30 AM – 5:00 PM)

About Us:

The Southern Georgia Regional Commission (SGRC) is dedicated to enhancing the skills and employability of the region's workforce. We work collaboratively with local businesses, educational institutions, and community organizations to create impactful workforce development initiatives. As an Equal Opportunity/Affirmative Action employer, we value diversity and are committed to creating an inclusive environment.

Job Overview:

The Workforce Development Programs Manager will lead workforce development efforts across Southern Georgia, overseeing initiatives that align with labor market demands and ensure compliance with federal, state, and local regulations. This role focuses on program development, talent pipeline strategies, and collaboration with key stakeholders to meet the workforce needs of high-demand industries.

Key Responsibilities:

- Lead and mentor a team of program coordinators and assistants.
- Develop and implement workforce development programs aligned with regional labor market needs.
- Manage grant-funded programs, ensuring compliance with regulations.
- Oversee job training programs, apprenticeships, and career pathways.
- Track and report on program metrics and outcomes.
- Analyze labor market trends to inform program strategies.
- Foster relationships with local businesses, government agencies, and community organizations.
- Organize community outreach initiatives.

Required Qualifications:

- Bachelor's degree in a related field.
- At least 3 years of experience in Workforce Development, Economic Development, or Program Management.
- Experience managing workforce development programs, including compliance and reporting.
- Strong leadership, communication, and problem-solving skills.
- Proficiency in data analysis and workforce software tools.

Preferred Qualifications:

- Master's degree in business administration, public administration, or related field.
- Experience working with Workforce Innovation and Opportunity Act (WIOA) programs.

Benefits:

- Competitive salary within the \$55,000 - \$60,000 range.
- Hybrid work flexibility may be offered based on program needs.
- Comprehensive healthcare benefits including medical, dental and vision coverage.
- Paid time off and holidays.
- Employer Sponsored Retirement Plan (Defined-Benefit Pension Plan)

Application Process:

To apply, please submit your application, resume and cover letter to jlbenett@sgrc.us. We look forward to welcoming a motivated professional to our team!

Equal Opportunity Employer

SGRC provides equal employment opportunities without regard to race, religion, gender, or any other protected characteristic.