

High Roads Advantage WIOA Youth
Program

Anticipated General Director Job Vacancy
2020-2021

Primary Responsibility: Work under the supervision of the Program Director, performing all duties as assigned.

Qualifications: (Preferred) Bachelor's Degree in Education or related field or equivalent in experience

- Advanced verbal and written communication skills to process ideas and information.
- Knowledge and use of correct grammar, spelling and punctuation.
- Good interpersonal skills for successful team work and community collaboration.
- Patience, tact, flexibility and sense of humor when working with staff, program participants and collaborators and community contacts.
- Good organizational skills and ability to prioritize specific goals and plans to accomplish contract agreement.
- Technology: Basic computer skills and Microsoft Office software knowledge and ability to use stand- ard office equipment.

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Responsibilities:

- **Keep all student information confidential, to be shared only with HRA staff or to service personnel, agencies, businesses, persons and organizations that the student has signed a release for.**
- Administer, organize and file student intake and evaluation forms and keep an accurate data base on all students.
- Enter student on-line case notes.
- Collaborate with program staff to develop specific goals and plans to prioritize, organize and

accom- plish contract agreement.

- Assist students in setting and achieving academic, employment and personal goals.
- Be prepared to be the substitute for absent staff member.
- Build positive relationships with students and staff.
- Know what your responsibilities are as outlined in the HRA/WIOA contract .
- Attend conferences, workshops and staff development meetings as assigned.
- Work with employers and students to fulfill contract work experience provisions: Meet with employ- ers, place students, monitor and evaluate students in work experiences.
- Assist with newsletters, flyers, program promotion in contract area.
- Help with contacting absent students as soon as possible to see if they need assistance of any kind.
- All duties as assigned by director, including writing of yearly contract, amending it and compiling and submitting to director the end of year report.
- Collaborate with area service providers, attending service provider meetings.

Salary and benefits package will be discussed during interview.

Please send: Letter of interest, Current resume', 3 professional references, and Evidence of certification to elawson@roe33.net.