

Jewish Vocational Service seeks a Manager of Secure Jobs Partnership who oversees all aspects of Secure Jobs Partnership (SJP) and MassLEAP Programs. Secure Jobs Partnership is a regional collaborations aimed at demonstrating a replicable model for connecting homeless families to career ladder employment and for improving coordination of services among the local housing/homelessness and workforce development systems. MassLEAP Program partners with local housing authorities to provide tenants living in public housing and eligible participants in Massachusetts Rental Voucher Program (MRVP) with support services in three areas: education, employment, and financial stability.

The Manager of Secure Jobs Partnership is responsible for the day-to-day implementation of the programs, including outreach, intake, and service coordination, establishment of employment action plans, supervision of program staff and coordination with various JVS programs and other external partners. In addition to overseeing all aspects of their designated programs, the Manager builds, strengthens and grows key partnerships, tracks and reports all relevant program data and outcomes and evaluates programmatic success. The Manager also institutes any necessary upgrades and changes to insure success of the program, creates documents for submission to JVS leadership, funders, evaluators and other stakeholders.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- minimum of 3 years of program/contract management and supervisory experience
- strong interpersonal, communication and organizational skills are required
- strong reporting and data analysis skills
- experience working with homeless and/or at risk families preferred
- ability to analyze outcomes and propose means to achieve desired outcomes, if appropriate
- strong working knowledge of Microsoft Office Suite
- ability to work independently and as part of a team is required
- ability to work effectively with staff and clients from diverse cultural, socio-economic, ethnic and educational backgrounds is required
- ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- demonstrated and effective presentation and facilitation skills are required
- knowledge of community resources and web-based resources preferred

APPLICATION: Please submit cover letter and resume to resumes@jvs-boston.org

JVS CULTURE: JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work

culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.