YWCA Madison is seeking candidates for an Employment Services Manager for our Employment Services Department.

The YWCA Employment Services Manager is responsible for the management and supervision of YWCA employment training and placement and retention services. The Employment Services Manager is responsible for the management, development and supervision of programs to assist unemployed and underemployed community members to reach living-wage employment through programs that are culturally inclusive, trauma-informed and incorporate best practices.

This is a salaried, 1 FTE position. The salary range is $40,000-$45,000. Excellent benefits package with generous paid time off.

The ideal candidate will possess:

Qualifications
• A bachelor's degree from a college or university; or four to eight years related experience and/or training; or equivalent combination of education and experience
• 2 years’ supervisory/management experience
• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills and Abilities
• Must support the YWCA mission: eliminating racism and empowering women, and demonstrate the competencies listed in the YWCA Madison Competency Model.
• Knowledge of employment training and transportation programs in general and familiarity with these programs in the Dane County Area.
• Strong leadership and management skills
• Good interpersonal, communication and organization skills
• Experience in budget planning and implementation
• Experience in program/grant management.

• Ability to market YWCA Employment programs in the South-Central Wisconsin area.

Candidates should support the mission of the YWCA: elimination of racism and empowerment of women; demonstrate multi-cultural competency and the ability to work with diverse populations. People of color and individuals bilingual/bi-cultural in English/Spanish are encouraged to apply. Must pass a caregivers background check.

Please visit our website www.ywcamadison.org/jobs for full position description and complete application instructions. Preference will be given to applications received by Monday, August 22, 2016 at Noon, applications accepted until position filled. No e-mails please. No calls please, except to confirm receipt of application materials. AA/EOE