



A proud partner of the **americanjobcenter** network

Program Specialist

Are you an independent & driven worker? Are you tech-savvy? Are you an excellent communicator both verbal and written? **Then this is the career for you!** We are looking to hire a **Full-time Program Specialist**.

Some of your duties will include but not be limited to:

- Designing program evaluation strategies using both process measures and outcome measures, designing Logic Models, and collaborating with funders' evaluators to ensure we meet funder requirements, and that the evaluation accurately reflects the programs.
- Connecting Employ Milwaukee program participants, Mobile Workforce Connections, subcontractors, One Stop Operator core and required partners, education and training partners, employers/business associations/chambers of commerce/economic development partners, and the community to the US Department of Labor and State of Wisconsin career pathway models and programs.
- Manage and monitor data collection under state and federal data collection systems and coordinate implementation of additional data collection programs such as Efforts to Outcomes (ETO).
- Design and deliver training and education services and solutions for WDA 2 clients and employers.
- Establishing program goals and objectives; developing scopes of work, program guidelines, schedules, priorities, standards, and evaluating activities.

Do you have???

- ✓ Bachelor's Degree required in Business Administration, Public Administration, Social Sciences, or Education. An equivalent combination of related education and experience will be considered.
- ✓ Ability to work effectively under the pressure of deadlines.
- ✓ Have strong administrative and organizational skills including management, grant administration, and reporting.
- ✓ Excellent public relations, community organizing, negotiation, mediation, conflict management, and meeting facilitation skills.
- ✓ Great public speaking skills.
- ✓ Knowledge of employment barriers facing urban disadvantaged youth and young adults and employer demand for skilled and educated workers.

Why Employ Milwaukee?

- ✓ We're a non-profit **local** workforce development board
- ✓ Full benefits including Health, Dental, Vision, 401K, and **Employer Paid LT & ST disability**
- ✓ Prime location! Just minutes from downtown Milwaukee
- ✓ Hybrid work from home models available
- ✓ Making a real positive impact in the lives of youth, adults, dislocated workers, and other target populations by providing various levels of career services, education, training, and employment opportunities

Send **Salary Requirements** and resume, stating the position you are applying for, to:

Employ Milwaukee HR Dept. at: HR@employMilwaukee.org

Interviews may be conducted during the posting period

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

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