



Job Announcement for Employ Milwaukee

	Date Posted: February 15, 2019 Closing Date: Open Until Filled
Position Title:	Program Manager – Reentry Services
Starting Salary Range:	\$55,494.40 - \$76,304.80 (Level 215)
Minimum Education:	Bachelor’s Degree in Social Science, Criminal Justice, Education, Public Policy, Law or related field
Minimum Experience:	Four years work experience in job training or workforce development, grant management, staff supervision or other management activities
Minimum Knowledge, Skills & Abilities:	<ul style="list-style-type: none"> • Supervision, contract and vendor performance management and training skills. • Ability to research, interpret and apply appropriate laws and regulations to program design and outcomes. • Creativity and experience to design effective program specific policies to meet organizational goals while complying with applicable laws and regulations. • Understanding of Department of Corrections operations best practices and system processes. • Strong verbal communication and presentation skills including public speaking, contract and vendor negotiations, technical instruction, legal discussions, sales/promotion and leadership. • Strong written communication skills to include complex business correspondence and documentation for legal compliance. • Ability to interact effectively with individuals from diverse socioeconomic and cultural backgrounds. • Knowledge of PC applications including Microsoft Word, Excel, Access and PowerPoint. • General accounting knowledge and basic mathematics skills required for budget management, resource allocation, and contract/program analysis. • Ability to respond to common inquiries or complaints from customers, regulatory agencies, grantors or members of the business community. • Ability to present information to executives, public groups and/or boards of directors. • Ability to apply concepts of basic algebra and geometry. • Must possess good problem solving and analytical skills. • Ability to interpret and carry out instructions furnished in oral or written form. • Ability to recognize and anticipate the needs of the center’s partners and participants. • Ability to engage in long range program planning and resource utilization.
Job Duties:	<ul style="list-style-type: none"> • Motivate and maintain a high-performance team by assuring effective training/development of staff, seamless onboarding of new staff and contractors, and evaluating staff performance; • Supervise a team of reentry staff, providing oversight and advice on program planning, project development, program management, compliance with grant requirements/obligations (including project timetables), personnel issues, meeting planning, and fundraising; • Identify and resolve program issues and modify programs and contracts to ensure attainment of desired outcomes.

<p>Job Duties (cont.):</p>	<ul style="list-style-type: none"> • Develop and articulate the agencies long-range policy agenda for reentry and justice involved programming, including specific initiatives and useful products that can become signature pieces for reentry programs; • Research emerging trends within prisoner reentry and training/placement programs; • Design and draft written reports and other program products and review, edit, and approve materials created by Reentry program staff; • Work directly with non-violent offenders from the Department of Corrections (DOC), and local service providers to plan for reintegration from incarceration; • Serves as the central point of contact between Milwaukee HOC/AJC and Employ Milwaukee; • Serves as the central point of contact between Milwaukee County Fatherhood Initiative and Employ Milwaukee; • Provide oversight/compliance of case management and career planning services; • Supervise and assign case work load assignments to Reentry staff; • Attend regularly scheduled meetings with Chief Program Officer to document all issues and activities as it relates to reentry; • Attend program and agency related meetings and conferences; • Ensure individual participant case planning encompasses key partners, support and services; • Participate as a member of the Milwaukee Reentry Network (MRN); • Maintain strong relationships with funders, board members, consultants, and partner organizations and cultivate new relationships with these groups, where appropriate; • Assure that the Employ Milwaukee’s results based programs and services are appropriately recognized, both locally and nationally, by incorporating perspectives and outcomes which reach across political, geographic, racial, class-based, and ethnic boundaries; • Represent the Reentry programs and initiatives through participation in and/or presentations at meetings of policymakers and practitioners from the criminal justice system or their non-criminal justice partners; • Provide oversight of the procurement process which includes but is not limited to developing Requests for Proposal, reviewing proposals for the funds, and making staff recommendations; • Traveling as necessary in state and out of state; • Weekend meetings, conferences, training, etc.;
<p>To Apply:</p>	<p>Send cover letter and resume, stating the position you are applying for, to:</p> <p style="text-align: center;"> Human Resources Employ Milwaukee 2342 N 27th Street Milwaukee, WI 53210 Fax: (414) 225-2575 E-Mail: hr@employmilwaukee.org </p>