



A proud partner of the **americanjobcenter** network

# Program Specialist

**Starting Salary: \$48,027.00 - \$60,028.80**

Do you have a passion for serving the community? Do you consider yourself a project manager who can learn data systems and work well in a team focused environment? **This is the career for you!** We are looking to hire a **Full-time Program Specialist**.

## Some of your duties will include but are not limited to:

- Project planning, and implementation, program development, marketing, and promotion, and collaborate with other departments
- Provide oversight on all pre- and post-award activities that include but are not limited to government and non-government grants.
- Collaborate with relevant Local, Regional and Federal workforce development programs.
- Evaluate performance and make recommendations for program improvement

## Do you have???

- ✓ Some college plus 4 years of work experience in human services, workforce development, or project management
- ✓ Ability to work effectively under the pressure of multiple simultaneous deadlines
- ✓ Experience using data entry systems such as Efforts of Outcomes (ETO)
- ✓ Ability to exercise good judgment in coordinating complex program development and relationship management
- ✓ Experience with virtual meeting tools such as Zoom, Teams, and Webex
- ✓ **BONUS:** Bachelor's Degree in Social Science, Education, Business Management, Business or Public Administration or related field.

## Why Employ Milwaukee?

- ✓ We are a non-profit, workforce development board
- ✓ Full benefits including Health, Dental, Vision, 401K, and Employer Paid Long-Term & Short-Term disability
- ✓ Prime location! Just minutes from downtown Milwaukee
- ✓ Hybrid work-from-home models are available
- ✓ Make a real positive impact in the lives of youth, adults, laid-off workers, and other under-employed populations by connecting them to offerings such as 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](mailto: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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