

DIRECTOR OF WORKFORCE DEVELOPMENT (CES)

Meeting Workforce and Business Needs for More Than 40 Years

NADAP is a private non-profit corporation operating employment, professional training, assessment, and case management programs in New York City and Westchester County. Program services are provided to adult job seekers, dislocated workers, youth, public assistance recipients, workforce development professionals, and the business community. The common goal of all NADAP programs and services is employment and workforce development.

Description:

This is a supervisory-management level position that will oversee a team of 15 staff members. This position is located in the Midtown Manhattan office. The Director oversees the Employment Services program to ensure that contractual employment and retention goals and objectives are achieved. The Director partners with the staff to develop strategic relationships with corporations, businesses, government and community resources to create and maintain job opportunities, new initiatives and services for our clients.

The Director cultivates collaborative working relationships with referral sources, treatment programs, and prospective employers. This position conducts quality assurance reviews and develops placement tracking methods to achieve placement goals set by the funding source. The Director participates and coordinates business opportunities based on NYC labor market trends and information, and develops promotional materials and marketing strategies for the CES Program.

Requirements:

- **Education:** BA degree required; MA degree preferred
- Minimum of 4 years supervisory experience with direct contact with staff members
- Minimum of 7 years job-related experience in employment, workforce development, or related field
- Ability to demonstrate excellent leadership and staff development skills with outstanding interpersonal and communication skills
- Must be highly organized, analytical and be able to manage the program's financial budget

- Proficient in computer software - MS Office
- Ability to develop a high level of employment contacts and relationships with community resources is required

NADAP offers the following:

- Weekday work schedule
- Aetna health and Delta Dental benefits
- 401(k) plan available/Pension Contribution
- Three weeks paid vacation, 11 paid holidays and additional leave time
- Career growth opportunities

How to Apply:

NADAP is an EEO employer with locations throughout New York City and in Westchester County. Submit cover letter containing job-code **CESDIR** and salary history along with your resume (MS Word attachment) to Jobs@nadap.org.

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