

Job Announcement

Company: WIN - Labor-Management Clearinghouse
Position: PROJECT DIRECTOR
Location: Pittsburgh, Pennsylvania
Travel: Regional Travel 90%; Overnight Travel 10%
Compensation: Commensurate with experience

About the Labor-Management Clearinghouse

The Labor-Management Clearinghouse (L-MC) is a collaborative approach to the creation of a workforce intermediary. The project demonstrates how a partnership of community and faith based agencies, existing workforce development agencies, employers and unions can collaborate to connect unemployed and underemployed workers from low-income and minority communities with family sustaining jobs and career paths.

Position Duties:

The following are examples of typical duties. Other duties may be assigned.

- Responsible for overall quality and management to Labor-Management Clearinghouse programs and priorities
- Coordinate Project Oversight Committee and Industry Advisory Committees
- Recruit employers and unions
- Research current and future industry and occupational opportunities
- Research grant funding sources
- Develop grant proposals
- Communicate and respond to funders
- Hire personnel for program/project implementation
- Train staff
- Supervise program delivery, assess client needs
- Recognize and solve potential problems and evaluate project/program effectiveness
- Ensure procedures meet program goals
- Provide program content expertise, which may include delivering in-service training and direct programming
- Network with local, state and national agencies for future program development

Position Requirements:

To perform this job successfully, the requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum of 3 years of non-profit experience, with budget management experience
- Experience interfacing with a Board of Directors
- Strong understanding and experience with workforce development activities
- Understanding of labor-management relationships
- Solid familiarity with major regional community-based agencies
- Experience in community outreach and community organizing
- Excellent organizational and training skills
- Skill in coordinating activities, evaluating data, and establishing priorities
- Excellent writing and speaking skills; including presentations
- Familiarity with contact management databases and web technologies

To Apply: Send cover letter and resume. Attention: L-MC Project Director Position, 33 Terminal Way, Suite 435, Pittsburgh, PA 15219

Deadline: Friday, January 15, 2010

Questions Contact: Emily Adair, via e-mail: emily@winnets.com; and/or via phone: 412 325-1565 x32