

OIC of America

Job Title: Program Manager
Supervisor: Senior Director of Operations and Strategy
Salary: \$54,000 - \$60,000 + Competitive Benefit Package
FSLA Status: Exempt, Full-time Regular
Location: Philadelphia

POSITION SUMMARY:

OIC of America (OICA) is a nonprofit organization and the national office of a network of 34 workforce development organizations spread across the United States. Our mission is to provide underserved communities with the tools and support needed to overcome barriers to economic opportunity. We envision a world in which all people are contributing members of their families and communities. Through their efforts and ours, our participants have the opportunity to break the cycle of poverty, and aid to creating a more just and equitable society. OICA provides job and life skills training and matches our graduates with the employment needs of local businesses. Our organization and broader network have trained over 2 million people nationwide over the past 50+ years.

JOB RESPONSIBILITIES:

- Provide day-to-day management of all aspects of the SOAR reentry program.
- Provides oversight/compliance of case management, vocational/ educational training, and job placement services.
- Conduct visits at sub-grantee
- Works closely with the program funder in the collection of data, report writing and follow-up
- Develops and facilitates a strategy for employer engagement
- Review and oversee the implementation and administration of all contracts and performance documentations
- Review the FOA and proposal and articulate program goals and objectives to the team.
- Use OICA's standard progress and outcome monitoring template to monitor project performance
- Coordinate staff activities to ensure all program objectives and outcomes are met
- Review monthly reports of program activities and give feedback to sub-grantees
- Write, review and submit quarterly performance report to DOL
- Participate in monthly leadership team meetings to capture best practices and "on the ground" learning to improve the delivery of the program

POSITION REQUIREMENTS:

- Ability to work effectively under pressure of deadlines, and within budget constraints
- Ability to work in a team environment, while also working independently
- Demonstrated capacity to handle multiple tasks, projects and meet deadlines
- Excellent public relations, community organizing, negotiation, mediation, conflict management and meeting facilitation skills
- Knowledge of the Justice System and/or community resources with demonstrated experience working with justice involved young adults
- Demonstrated ability to maintain confidentiality with sensitive information
- Demonstrate ability to inspire community participation and build coalitions
- Computer literacy in word processing, email, internet and spreadsheets
- Must have strong administrative and organizational skills including budget development and management, and grant administration and reporting
- Demonstrate excellent verbal and written communication skills

- Ability to develop strong relationships with diverse groups of citizens, who may have conflicting interests and opinions

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Business/ Public Administration, Communications, Criminology, or any related field
- Master's Degree preferred (MBA, MPA, MPP, MSW, or MA/MS in related field)
- 7+ years experience managing social services with a nonprofit or other entity
- Excellent verbal, written and interpersonal communication skills
- Ability to work effectively with people of diverse educational and cultural backgrounds, from ex-prisoners to public officials
- Computer literacy, including proficiency in Microsoft Office applications and database usage
- Knowledge of the criminal justice system and experience working with ex-offenders
- Ability to travel within the metropolitan area and nationally if required

EQUAL OPPORTUNITY EMPLOYER

OIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.