

**Job Title: Associate Director, Pre-Employment Education and Training**

EXEMPT EMPLOYEE

Reports to: Director, Business & Worker Training

Summary of Duties and Responsibilities:

Work under the guidance and leadership of the Director and in collaboration with other department directors and managers as required.  
Oversee the day-to-day operations, management, and development of the *Pre-Employment Education and Training (PEET)* Department and its personnel, budgets, and projects.  
Provide leadership and coordinate/delegate responsibility to staff relating to OAI objectives and programs.  
Assist the Director to develop the diverse resources and funding streams necessary to financially support OAI and PEET operations and projects.  
Work collaboratively with Senior Management to maintain and implement OAI objectives and goals and to support the policies instituted by the Board of Directors.

Minimum Knowledge, Skills and Abilities Required:

Strong management skills and relevant administrative/organizational experience; timely and effective critical decision-making skills a necessity.  
Demonstrated ability to manage multiple projects and people; strong interpersonal skills critical.  
Demonstrated ability and experience developing, managing and monitoring budgets for multiple projects.  
Experience with grants/contracts management.  
Demonstrated experience with developing and writing winning grant proposals individually or on a team.  
Demonstrated leadership skills and ability to build partnerships within the organization and with related organizations.  
Superior oral and written communication skills.  
Excellent analytical, organizational, facilitation, and negotiation skills.  
Ability and desire to promote the organization's mission, values and an open, inclusive work environment that emphasizes cooperation and teamwork.

Position Qualifications:

Bachelor's degree required; Master's preferred; 5-10 years experience with coordinating/managing adult workforce development/pre-employment or related programs; experience with environmental health and safety and/or environmental sustainability programs preferred; bi-lingual Spanish/English preferred; private sector training and/or management experience a plus. Periodic travel in and out of state is required.

*Position open until filled. Please send a cover letter and resume highlighting any workforce development experience you have to: [jobapps@oaiinc.org](mailto:jobapps@oaiinc.org)*

## **Principal Duties and Responsibilities: Associate Director, Pre-Employment Education and Training**

### Program and Fiscal Oversight

- Monitor all aspects of training program development and execution, including curricula, staff training, delivery of instruction, testing, post-training case management, and reporting
- Ensure grant compliance and program accountability
- Work with Director to establish, implement and monitor departmental budget
- Work with Program Managers to establish, implement, and monitor each program budget
- Prepare program reports and submit to Director for review in accordance with schedules established to meet funder reporting due dates
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency

### Staff Oversight

- Oversee program staff including Program Managers, Program Coordinators, Trainers, Instructors, Employment Specialists and Program Support Staff
- Make recommendations to the Director concerning all personnel matters related to PEET department
- Recommend professional development opportunities for staff to Director

### Development and Capacity Building

- Work with Director to conduct annual and ongoing strategic planning for pre-employment department
- Assist the Director to develop and implement long-term goals and objectives to achieve the successful outcome of the programs
- Serve as a member of the development team to actively research opportunities and facilitate writing grant proposals and fund raising activities
- Work with staff to write successful grant proposals to implement both established and new training programs
- Develop and maintain relationships with funders and partners
- Collaborate with Senior Management to maintain and implement OAI objectives and goals, and to support the policies established by the Board of Directors.
- Represent and promote OAI at workshops, seminars, and conferences; make presentations when appropriate.
- Other duties as assigned.