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PROGRAM MANAGER POSITION OPEN
WESTERN ILLINOIS – LWA14

Western Illinois Works, fiscal agent for Adams, Brown, Hancock, Henderson, Knox, McDonough, Pike, Schuyler, and Warren Counties Western Illinois, is seeking a program manager for the Title 1-B WIOA programs.

This position is responsible for planning, directing, and coordinating Title 1-B and other grant programs. The Program Manager represents Title 1- B in partner activities and one stop operations.

Other duties include recommending and implementing procedures and policies, developing RFP's and evaluating service provider contracts, reporting to the WIB and Chief Elected Officials, and supervising career specialists and other program staff. Travel to all counties is required. Home base will be designated in either Galesburg, Macomb, or Quincy, Illinois.

Position requirements include a bachelor's degree, knowledge of WIOA programs or related programs, working knowledge of computer systems, good verbal and written communication skills, ability to work effectively without supervision, and a valid driver's licenses and reliable transportation.

Experience working with WIOA Title 1B programs and 5 years of management and supervision preferred.

Benefits include health insurance, dental insurance, life insurance, 401K, and remote work option.

Position will remain open until filled.

Submit resumes to wiwinc.hk@gmail.com.

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“Auxiliary aids and services are available upon request to individuals with disabilities”