



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

Job Title: Director of Workforce Development Programs (18-month program)
Location: Newport News

Summary: The position is responsible for directing and overseeing the agency's on-going success of established and evolving in-demand need-based workforce development training programs targeted at revitalizing the regional economy. The Director of Workforce Development Programs works closely with the executive leadership, staff, area/regional industrial and economic development entities, and educational partners as well as workforce stakeholders to achieve the goals of the division in accordance with the mission, core values, and purposes of the HRCAP. The position will focus on preparing citizens with industry-recognized certification(s) as a direct pathway to employment in the Industrial Maintenance/Mechatronics/Automation, Welding, Precision Machining, and other identified sectors.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in a field related to Business Administration or comparable experience, and/or certifications in related fields. Experience in human resource management, business environment a plus. Master's Degree preferred. Industry-recognized credentials (preferred) in technical areas i.e. IT CompTIA, or other IT credentials, 5 years of program management experience at the supervisory level required. Expertise in MS Office-Excel, PowerPoint, and Word. Must possess and maintain a valid Virginia driver's license. Criminal record check and credit report required for employment. Strong software capabilities to analyze the business and develop presentations to include: Excel, PowerPoint or Prezi are required. Track record for maintaining and deepening relationships with customers or accounts. Adept at networking, building relationships, and community engagement. Ability to work across the organization to deliver solutions that meet internal and external objectives

Qualifications: Working knowledge of the principles and practices of workforce and economic development, business administration, organizational behavior, organizational development, strategic planning, resource allocation, public relations, and leadership techniques; proven facilitator, trainer, instructor, or effective teaching experiences involving a combination of applied learning/hands-on tactical experiences aligned with technical and adult-learner pedagogy

Skills Required : The ability to develop project proposals, reports, service agreements, RFP's, grant applications, timelines, budgets as well as other documents and presentations. Strong analytical skills, business acumen and the ability to achieve desired outcomes working with cross-functional teams with and without direct reporting relationships. Relationship building skills with leaders in government, business, higher education and other related industry groups and associations. Helps establish performance measures and monitors outputs and outcomes. Comprehensive understanding of contract management, data systems, including tracking, reporting, monitoring, customer satisfaction, and evaluation. Ability to work independently, take initiative and be an effective team member. High-level communication and interpersonal skills a must. Exceptional time management skills with ability to multitask; ability to work well under pressure, prioritize workload, and meet tight deadlines.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA 23607. Also you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.