

Job Posting

Program Manager

The Organization

The North Lawndale Employment Network (NLEN) is a comprehensive workforce development agency on Chicago's West Side dedicated to advancing the economic outcomes of North Lawndale residents through innovative job readiness and financial literacy programming and the operation of social enterprises. In late Spring 2021, NLEN will transition to a new campus which will feature a premier community café for residents and stakeholders. To learn more about our new campus, click here: <https://blockclubchicago.org/2020/11/30/west-side-job-readiness-campus-gets-2-5-million-boost-from-city-grant/>

The Opportunity

The Program Manager works under the direction of the Chief Program Officer to provide direction and support to individual work streams and encourage teamwork and collaboration through coaching and mentoring team members. This position shares responsibility for the coordination and delivery of affiliate programs and has a primary focus on project management and reporting of all major activities.

Responsibilities include:

- ▶ Review and make recommendations to Chief Program Officer for enhancement and improvement of program services
- ▶ Monitor subcontracts for training, coaching and employment services with private, public and non-profit employers and educational institutions throughout the service delivery area
- ▶ Assist CPO with researching, drafting, and editing project proposals and grant reports
- ▶ Oversee and participate in completing reports for funder(s) and key stakeholders; in conjunction with workforce team and program specialist, work to ensure key performance indicators are met
- ▶ Plan overall programs and monitor progress to make sure that milestones are being met across the various projects and programs
- ▶ Manage risks and issues that may arise during program life cycle and take measures to correct
- ▶ Coordinate and facilitate project team meetings and clearly communicate next steps or follow up items from meetings
- ▶ Facilitate group training processes including workshops, sessions, and/or orientations
- ▶ Manage and coordinate the various projects, resources, programs, and other strategic initiatives across Workforce and FOC department

Ideally you have

- ▶ Bachelor's degree from a 4-year college or university in Human Service, Social Work, Business with 5 years' work experience in related field
- ▶ Two to five years of experience working in non-profit environment
- ▶ Experience working with clients with barrier to employment
- ▶ Strong organizational skills and the ability to maintain detailed records
- ▶ Strong project management skills with strategic thinking and analytical qualities
- ▶ The ability to work well in a collaborative environment, both independently and as part of a team

Why You Should Apply

- Opportunity to be a part of an organization with demonstrated leadership within the community

- To boast that your work helped shape the future of our clients by helping to increase their livelihoods and quality of life
- To enjoy the competitive benefits we offer to include:
 1. Group health, dental, and vision insurance
 2. Compensation dependent upon experience and qualifications
 3. 401(k) plan
 4. 12 Paid holidays
 5. Professional Development

Salary

\$60-65k Annually

Those interested should submit cover letter and resumé with references to careers@nlen.org