

GEORGIA PUBLIC DEFENDER COUNCIL

Working Job Title: Reentry & Workforce Development Manager

Salary: \$65,000.00

Job Title: Program Manager 1 (Non-IT)

Job Code: GSP114

Grade: N

Description of Duties: The Reentry & Workforce Development Manager is responsible for designing, implementing, and overseeing programs that assist individuals transitioning from the criminal justice system back into the workforce by providing job readiness training, employment placement support, and career development services, while collaborating with community partners and correctional facilities to identify and address barriers to reintegration and employment.

Essential Functions and Responsibilities-

- **Program Development and Implementation:**
 - Develop comprehensive reentry workforce development programs tailored to the needs of the target population, including job readiness training, resume writing, interview skills, and soft skills development.
 - Establish partnerships with local employers, training providers, and community organizations to create job opportunities and support services for reentering individuals.
 - Design and implement case management plans for participants, monitoring progress and addressing individual barriers to employment.
- **Participant Recruitment and Assessment:**
 - Collaborate with correctional facilities to identify eligible individuals nearing release and facilitate smooth transition into reentry programs.
 - Conduct thorough assessments of participants' skills, needs, and employment goals to develop individualized reentry plans.
- **Job Placement and Support:**
 - Actively seek employment opportunities with employers committed to hiring individuals with criminal backgrounds.
 - Assist participants in navigating the job application process, including resume tailoring, cover letter writing, and interview preparation.
 - Provide ongoing post-placement support to address challenges and ensure job retention.
- **Stakeholder Management:**
 - Build and maintain relationships with key stakeholders including employers, correctional facilities, community organizations, and government agencies.
 - Advocate for policies and practices that support reentry and workforce integration.
 - Conduct outreach to raise awareness about reentry challenges and opportunities.

GEORGIA PUBLIC DEFENDER COUNCIL

- **Foundation and Board Development:**

- Conduct research to identify potential individual, corporate, and foundation donors.
- Develop and execute strategies to cultivate relationships with prospective donors through outreach, meetings, and communications.
- Lead the development and implementation of comprehensive fundraising campaigns, including annual appeals, major gifts, planned giving, and special events.
- Set fundraising goals, and track progress.

- **Data Analysis and Reporting:**

- Track program outcomes and key performance indicators, including employment placement rates, job retention, and participant satisfaction.
- Analyze data to identify areas for improvement and make adjustments to program delivery as needed.
- Prepare reports for funders, stakeholders, and leadership regarding program effectiveness.
- All other duties as assigned.
- Serves at the pleasure of the Executive Director.

THIS IS AN UNCLASSIFIED POSITION.

THE SELECTED APPLICANT FOR THE POSITION WILL BE SUBJECT TO A REFERENCE CHECK.

PLEASE INCLUDE ALL RELEVANT JOB INFORMATION ON THE APPLICATION FOR CONSIDERATION.

The selected candidate must meet the advertised minimum qualifications and any other qualifications specific to the job responsibilities.

ENTRY QUALIFICATIONS:

- High school diploma/GED and eight (8) years of professional experience related to the area of assignment.

AGENCY QUALIFICATIONS:

- Displays a high level of commitment toward work and a high standard of ethical conduct.
- Ability to make sound and well-informed decisions; perceive the impact and implications of decisions; commit to action, even in uncertain situations, to accomplish organizational goals; causes change.
- Ability to demonstrate excellent communication and interpersonal skills, including superior written and spoken communication.
- Excellent communication, negotiation, and problem-solving skills.
- Proficiency in compliance management systems and reporting tools.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER