**Work Ready Program Manager**

The Youth & Family Services Work Ready program teaches necessary skills and provides support to strengthen low-income families and improve their financial stability through work readiness activities and employment. The Work Ready Program Manager is responsible for the quality of service, coaching, training, development, and work production of all assigned staff. The Program Manager will also develop and maintain relationships with education and training providers, employment partners, and other community resource organizations to contribute to client outcomes.

**Job Duties and Responsibilities:**

* Oversee and manage day-to-day operations
* Build strong local relationships with local Oklahoma Human Services (OHS) staff, community providers, and partners by serving as outreach lead
* Build a network of employers who understand the value of WRO services in supporting a range of business objectives for Oklahoma employers
* Oversee training and orientation of all staff members
* Manage daily interactions with WRO participants
* Provide facilitation and hands-on coaching during WRO work readiness workshops to complement the distance learning content
* Review participant evaluations to determine how services can be improved
* Collaborate with the TTA provider to coordinate monthly workshops and delivery of the WRO curriculum to low-income adults and underserved communities
* Maintain and analyze accurate workshop data, including attendance rosters, assessments, and other required reporting documentation
* Ensure information is properly recorded and communicated to the Program Director, OHS, and the TTA team

**Minimum Qualifications include:** Bachelor’s degree in organizational management, social work, business administration, or related field preferred and at least three (3) years of experience with project management and supervisory roles. Knowledge with technology and technical assistance strongly preferred.

For questions, please email HR@yfsok.org or call Misty at 405-262-6555.