



## **American Job Center Community Network Manager** **Largo, Maryland**

### **About Us:**

The Prince George's County Local Workforce Development Area is a Workforce Innovation and Opportunity Act (WIOA) designated workforce area by the Governor of the State of Maryland. Required by WIOA, the Prince George's County Local Workforce Development Area is governed by the Prince George's County Local Workforce Development Board. Appointed by the Prince George's County Executive, the Prince George's County Local Workforce Development Board is tasked with governing and operating the Prince George's County Public Workforce System. The Prince George's County Local Workforce Development Board and Prince George's County Executive has designated Employ Prince George's, Inc. (Employ Prince George's) to serve as the staff and fiscal agent of the Prince George's County Local Workforce Development Board.

As the staff and fiscal agent of the Prince George's County Local Workforce Development Board, Employ Prince George's manages the Prince George's County Public Workforce System. The Prince George's County Local Workforce Development Board has branded the Prince George's County Public Workforce System as the Prince George's County American Job Center Community Network to the public, its partners, and stakeholders. The Prince George's County American Job Center Community Network, including Employ Prince George's is a nonprofit workforce development services provider, a collection of job centers, access points for services, government agencies, nonprofit organizations, community-based organizations, and more. The Prince George's County American Job Center Community Network provides workforce development services to over 30,000 job seekers and 4,000 businesses annually. As the staff of the Prince George's County Local Workforce Development Board, workforce development service provider, and Prince George's County American Job Center Community Network manager, Employ Prince George's operations are diverse and extremely complex.

### **Job Summary:**

To effectively manage the complexity of Employ Prince George's operations and its multiple roles, Employ Prince George's designates the duties of managing the administrative operations of the Prince George's County Local Workforce Development Board and management of the Prince George's County American Job Center Community Network to the Prince George's County American Job Center Community Network Manager. Here in after the Prince George's County American Job Center Community Network Manager will be referred to as the **American Job Center Community Network Manager**.

With one of the two core functions of the American Job Center Community Network Manager being the management of the administrative operations of the Prince George's County Local Workforce Development Board, the American Job Center Community Network Manager works directly with the Employ Prince George's President & CEO, who has a dual role of serving as the Executive Director of the Prince George's County Local Workforce Development Board. Administrative operations include the delivery of general administrative and executive administrative support services to the Prince George's County Local Workforce Development Board along with, but not limited to, the following duties: organizing meetings, coordinating meetings, coordinating events, preparing meeting minutes, preparing reports, coordinating communication amongst members, and coordinating communication amongst Prince George's County Local Workforce Development Board partners, grantees, stakeholders and etc. The American Job Center Community Network Manager manages the administrative operations of the Prince George's County Local Workforce Development Board's Standing Committee's: Executive Committee, One Stop/American Job Center Committee, Disability & Severe Barrier Committee, Youth Committee, Finance Committee, and Business Committee. Other duties for the Prince George's County Local Workforce Development Board may be assigned by the President & CEO or the leadership of the Board.

The second core function of the American Job Center Community Network Manager is the management and coordination of the Prince George's County American Job Center Community Network. The American Job Center Community Network Manager is tasked with increasing the membership, managing the existing members, and managing the operations of the Prince George's County American Job Center Community Network. The Prince George's County American Job Center Community Network consists of community-based organizations, faith-based organizations, service providers, government



agencies and other entities that provide workforce development services at the County's American Job Centers or alternative locations throughout the region. Management of the Prince George's County American Job Center Community Network includes multiple tasks, many of which are complex in nature.

**Key Requirements:** The ideal candidate must have: the ability to effectively work with culturally diverse programs, and populations; ability to plan, organize and implement multiple projects and programs with diverse and competing demands; a proven ability to quickly and thoroughly assimilate information from a variety of sources, analyze the information, and develop an effective plan of action. Extensive knowledge of Prince George's County, Prince George's County Government, community development, community engagement, outreach and communications, executive administrative services, economic development and workforce development is essential in this role! Thorough working knowledge of computer systems, customer relationship management databases, graphic design, website development and management, and Microsoft Suite applications is required.

**Qualifications:** Bachelor's degree in Business Administration, Public Administration, Human Services, and Marketing required or a combination of education and related experience. Project management certification or training preferred. Four to six years of increasingly responsible work experience with emphasis on program management, administrative operations, community engagement, and a minimum of two year's experience supervising staff.

**How to Apply:** Qualified candidates are encouraged to submit a cover letter, including salary requirements, and resume to [CareerOpportunities@employpg.org](mailto:CareerOpportunities@employpg.org). Cover letters should be addressed to, **ATTN: Human Resources and must include American Job Center Community Network Manager in the subject line of your email.** **EOE/AA employer.** **NO TELEPHONE CALLS PLEASE**