

## **Program Manager (Full-time)**

Chemung Schuyler Steuben Workforce NY (CSS WFNY) is a not-for profit organization overseen by a Board of Directors with representatives from both the private and public sectors. CSS WFNY is dedicated to assisting individuals with greater employment opportunities, and therefore providing businesses with a labor pool. We are committed to assisting individuals within our community as they search for career opportunities, continue their education, or enroll in vocational training. CSS WFNY offers recruitment activities, On-the-Job and Customized training to businesses.

In addition to these services CSS WFNY also has a contract with Chemung Department of Social Services to provide diversion services to Temporary Assistance Needy Families (TANF) known as Pathways to Employment (PTE).

### **Role Description**

This is a full-time on-site Program Manager role in Elmira, NY. The Program Manager will be responsible for coordinating and leading the PTE program, and ensuring program goals are met. They will work with a collaborative team to facilitate communication between internal and external stakeholders, and they will play an instrumental role in achieving program objectives.

### **Qualifications**

- Bachelor's degree in business, Public Administration, or related field, or equivalent work experience.
- Minimum of three years of experience as a Program Manager or in a related field.
- Experience developing and implementing workforce development programs preferred.
- Excellent verbal and written communication skills, with the ability to communicate with diverse groups of stakeholders.
- Strong leadership skills, with the ability to motivate and guide teams to achieve program objectives.
- Strong organizational skills and the ability to prioritize competing demands.
- Ability to analyze and interpret data to assess program effectiveness and efficiency.
- Experience with oversight and delivery of monitoring and oversight.
- Demonstrated commitment to diversity, equity, and inclusion.
- **Ability to work independently, multi-task and a critical eye to detail.**

This position offers \$46,000-\$48,000 per year, along with benefits.

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Apply via email with Resume attachment to: [balliettp@csswfny.com](mailto:balliettp@csswfny.com)