



Director of Workforce Development

Full-time position with benefits

Vermont Adult Learning Job Title: Director of Workforce Development

Employment Classification: Full Time

Reports To: Associate Director

Primary Work Site: Remote from home, with some statewide travel

Overview: Vermont Adult Learning (VAL) is a private nonprofit and a member of Vermont's Adult Education and Literacy System. Working closely with other nonprofits, state agencies, and schools, VAL serves seven of Vermont's 14 counties, providing both academic and workforce development programs. VAL's academic programs include instruction in basic academic, work readiness, and English language skills; high school completion and GED prep; and transition to college and career services. Our workforce development programs work in concert with VAL's academic programs to give participants the skills and knowledge they need to get started on a career or advance in their current job. VAL's academic programs are free to students, age 16 and older who lack a high school diploma or the equivalent skills.

Purpose of the Job: The Director of Workforce Development will oversee the continued development and expansion of Vermont Adult Learning's workforce development programs, with an initial focus on Energy Works, VAL's flagship workforce development program. Energy Works provides training for Vermonters to work in the high-demand, well-paying weatherization and heat pump installation trades. Base training is designed to prepare individuals for entry-level positions by providing multiple industry recognized credentials and access to forward-thinking employers. The Director of Workforce Development is charged with maintaining the integrity of Energy Work's partnerships, curriculum, enrollment, and expansion, and will also explore additional workforce development opportunities and growth in other areas.

Essential Functions & Responsibilities:

Program Development and Implementation

- Develops, improves, and sustains program and curriculum with input from employers, technical trainers, job readiness instructors, state research, and government agencies.
- Initiates collaborative efforts with local businesses and agencies to determine the current demand for various technical skills and credentials, coordinate technical

instruction and job shadows, and develop innovative workforce development responses to those demands.

- Collaborates with employers, VAL workforce development staff, VAL teachers and other community partners to guide instruction in job-readiness skills.
- Make referrals to VAL for students in need of additional career-related topics, and other adult education offerings as needed.
- Oversees the VAL workforce development staff charged with coordination of training sessions.
- Leads program expansion and implementation across Vermont.
- When applicable, ensure Agency of Education Integrated Education and Training components are appropriately implemented and executed in training sessions, with assistance from VAL Adult Education staff.
- Manages conflict or crisis situations to ensure prompt resolution and maintain expected levels of customer service.

Marketing, Networking, and Recruitment

- Attends or oversees VAL workforce development staff's attendance at regional community workforce development meetings.
- Develops and coordinates positive working relationships with community partners to connect participants with a wide variety of learning experiences and wrap around services.
- Works with the marketing team to create and distribute outreach and marketing materials.
- Oversees recruitment efforts and enrollment procedures for participants.
- Networks with local businesses and industry associations to develop job shadows and employment opportunities for program participants.

Administration and Evaluation

- Plans, organizes and administers policies and procedures to ensure administrative and operational goals, objectives, and performance measures are met.
- Supervises and evaluates workforce development staff.
- Evaluates training sessions through direct observation and/or student, employer and training facilitator feedback.
- Collaborates with Associate Director on program integrity, goals, finances, partnerships, and sustainability.
- Provides written content for grants and VAL Board of Director reports.

Required Qualifications, Knowledge & Skills:

- Bachelor's Degree
- Strong Interpersonal, oral and written English communication skills
- Competency in computer skills
- Creative thinker who is knowledgeable of, and able to coordinate, available community resources
- Self-determined and proactive
- Ability to work well independently and as part of a team
- Strong organizational skills to complete administrative tasks
- Experience building programs and the savvy to astutely measure gains/sustainability, while working within a grant supported environment
- Managing large projects or multiple projects at one time
- Writing, developing, reviewing and recommending operational and administrative policies/procedures
- Managing staff
- Managing and forecasting budgets
- Commitment to racial equity, as well as other forms of education equity around class, ability, language, gender, and sexuality
- Excited to work with diverse students, including students of color, English Language Learners, and LGBTQIA+ students
- Energy efficiency and construction work knowledge a plus

Working Conditions & Environment:

May require working some weekend and evening hours. Travel will be required utilizing personal transportation. Requires reliable transportation with a valid driver's license.

Criminal Background Check and Mandated Reporting: Vermont Adult Learning is committed to the safety of our students and staff. A confidential, national criminal records check as well as a check against the Vermont Child Abuse and Neglect Registry will be performed on all applicants offered employment. Continued employment is subject to the final determination reached based upon the results of these checks.

All Vermont Adult Learning staff are required to be familiar with Vermont's Mandated Reporter law.

Pay Status: Exempt / Salaried position

Benefits: In addition to a competitive salary, Vermont Adult Learning offers the following excellent benefits – premiums based upon employee's work schedule:

- Medical insurance, including family plans and plans with employer contributions to a health reimbursement account (HRA).
- Dental Insurance

- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to the employee.
- Flexible Spending/Dependent Care Benefits
- Vision insurance
- Parental leave
- Retirement plan with immediate vesting and organization match of up to 4% after six months.
- Generous paid time off includes:
 - Combined Time Off (vacation and sick time) which increases with years of service
 - 11 paid holidays each year
 - 2 additional weeks paid time off (one-week winter, one-week summer) when the organization closes statewide.

TO APPLY: Please send a cover letter and resume to: rcampbell@vtadultlearning.org by or before 8:00am Monday, June 11th. Applications will be reviewed as they are received.

Vermont Adult Learning is an Equal Opportunity Employer