



Job Title: DCLI Workforce Manager

Location: Decatur, Illinois

FLSA Status: Exempt

Type: Full-Time

Building a Sustainable Workforce Ecosystem

This initiative outlines a transformative, community-driven strategy to address systemic unemployment and economic disparities in Decatur and Macon County, Illinois. Rooted in data from rigorous community assessments, this approach aims to establish a sustainable workforce ecosystem that fosters equity, education, and economic self-sufficiency. Focus: 18 to 24.

The Challenge

- **Disparities in Unemployment:** Black (14.7%) and Latino (15.8%) unemployment rates far exceed the White rate (7.1%).
- **Structural Barriers:** Access to childcare, transportation, and digital resources limits workforce participation.
- **Disconnect:** A lack of alignment between workforce initiatives and underserved populations results in disengaged youth and adults.

The Opportunity

This initiative seeks to address these challenges by:

- Providing **scholarships** for training, upskilling, and educational programs including public safety, healthcare, and other high-demand fields.
- Offering **wrap-around services** to ensure individual success in training and employment.
- Developing **structured and equitable career pathways** in high demand industries such as healthcare, manufacturing, and education.
- Partnering with local employers and institutions to implement a **community-wide workforce equity plan**.

The Goals

- **Economic Stability:** Enable young adults to sustain self through targeted interventions.
 - **Equity:** Reduce racial and socio-economic disparities in employment and income.
 - **Sustainability:** Foster long-term systemic change with integrated workforce strategies and scalable best practices focused on the 18 to 24 year old community.
 - **Education Access:** support career literacy initiatives that connect young adults to sustaining occupations.
 - **Poverty Reduction:** We are working to connect recent high school graduates to employment opportunities at an earlier timeframe.
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Job Description - Overview

The **Workforce Manager** will focus on 18 to 24 with some responsibility for those that are still in high school, many of which have graduated from high school and need additional support in finding what's to come.

The **Workforce Manager** will oversee the development, implementation, and management of work experiences and skill development for recent graduates as well as high school student. This role involves building relationships with local businesses, coordinating internship opportunities, and supporting students through the internship experience to ensure successful outcomes. The Workforce Manager will work closely with students, parents, and employers to align the program with the educational goals and career aspirations of the students and the community.

Key Responsibilities

- **Workforce Development & Skill Building:** Design and manage skill-building programs, including internships and work experience opportunities for recent high school graduates and young adults between the ages of 18 and 24. Ensure that programs are aligned with local labor market needs and educational goals.
- **High School Internship Coordination:** Establish relationships with local businesses and organizations to create internship and job shadowing opportunities for students and recent graduates. Coordinate with employers to ensure that internships are meaningful, structured, and provide valuable career experiences.
- **Student Support & Guidance:** Provide mentorship and support to participants throughout their internship or work experience journey, helping them develop the professional skills necessary for successful careers. Offer guidance on career choices, resume building, interview skills, and navigating the job market.
- **Employer Engagement:** Cultivate and maintain partnerships with local employers to create pathways for student internships, job placements, and long-term career opportunities. Ensure that employers are engaged and invested in the success of the workforce development program.
- **Progress Monitoring:** Monitor and track the progress of students and recent graduates throughout their internships and work experiences, ensuring they meet program milestones and educational goals.
- **Program Reporting:** Provide regular reports to stakeholders regarding program outcomes, challenges, and successes. Maintain accurate records of participants' progress and feedback.

**Qualifications**

- Experience: At least 3-5 years of experience in workforce development, youth mentoring, career counseling, or educational program management, with experience working with individuals aged 18-24.

Skills

- Strong communication and interpersonal skills, with the ability to build and maintain relationships with students, parents, employers, and community partners.
- Ability to assess the career interests, skills, and educational needs of participants, providing personalized guidance.
- Experience coordinating internships, work experience programs, or similar initiatives.
- Knowledge of local labor market trends and the skills required by employers in various sectors.
- Strong organizational skills and the ability to manage multiple projects and priorities.
- Proficiency in Microsoft Office Suite and familiarity with tracking systems or databases for managing participants.

Other

- Ability to work independently and as part of a team.
- Passionate about helping young people succeed in the workforce and advance in their careers.
- Knowledge of community resources and social service programs is a plus.
- Comfortable working with a diverse range of individuals and stakeholders.

Working Conditions

- Full-time position.
- Travel may be required.
- Collaborative and dynamic work environment.

Compensation

- Benefits package includes health insurance, retirement plan options, paid time off, and professional development opportunities.

How to Apply

Interested candidates should submit their resume and a cover letter detailing their qualifications and interest in the position to Debbie Bogle @ dbogle@uwdecatur.org or mail to:

United Way of Decatur and Mid-Illinois
Attn: Debbie Bogle
201 West Eldorado St.
Decatur, IL. 62522