



Title: Director of Program Operations

Status: Full time, Exempt

Salary: DOE, Negotiable, with comprehensive benefits

Responsibilities:

- Management of WPTI training and technical assistance products and programs (public calendar and customized), including needs analysis, pre-planning, curriculum development, program execution, and evaluation processes;
- Supervision of training team and associated consultants;
- Supervision of administrative staff to ensure that the WPTI student management system and course advertisement system is up-to-date;
- Supervise training team in articulating, refining, and finalizing curriculum materials for all of WPTI's core training courses based on priorities established in ongoing needs assessment;
- Provide direct training , facilitation or technical assistance where appropriate
- Productize curriculum material for replication in the broader WPTI market and lead the writing for all WPTI publications
- Develop proposals for customized projects;
- Manage administrative tasks for WPTI contracts;
- Implement marketing plan for regularly scheduled calendar-based training events;
- Develop new customers, projects and/or funding opportunities;
- Work with ED on strategic short and long-term planning.

Specific Skills Required:

- Content expertise in workforce development, human resources, marketing and/or economic development;
- Demonstrated group facilitation and public presentation skills;
- Strong customer service skills;
- Experience in developing effective marketing tools to promote organizational services;
- Excellent written and oral communications skills;
- Exceptional attention to detail and project management skills;
- Ability to work independently and multi-task;
- Toleration of ambiguity and proven adaptive capacity;
- Capacity to effectively engage and interface with a multi-sector constituency;
- Effective management of time-sensitive deadlines.

Educational Requirements:

- Masters-level degree in related discipline or a bachelor-level degree with additional training and job experience

Employment Experience:

- Minimum of five years progressive project development/program management experience in the public, private, and/or non-profit sectors – specific premium is placed on workforce development experience that balances private sector and non-profit sector interests

Please forward a letter of intent along with a resume to:

**Amy Landesman**  
**Executive Director**  
**Workforce Professionals Training Institute**  
**11 Park Place, Suite 701**  
**New York, NY 10007**  
**By E-mail: [alandesman@workforceprofessionals.org](mailto:alandesman@workforceprofessionals.org)**  
**No Phone Calls or Faxes, Please**

*Workforce Professionals Training Institute is an equal opportunity employer and complies with all applicable laws and regulations. Women, persons of color; persons with disabilities; veterans; and gays, lesbians, trans-gendered, bisexual persons or questioning persons are encouraged to apply.*