

Job Title: Director of WOA Program

Salary: \$50,000 - \$60,000.00 Based on experience in Employment and Training Specifically.

Status: Full-Time Hrs./WK: 37.5 (hours)

Department: DINAP WIOA

Job Location: 807 Broad Street, Providence, RI 02907

Job description:

The Director of Workforce Innovation and Opportunity Act (WIOA) Programs serves as the senior administrator responsible for the strategic leadership, operational management, compliance oversight, fiscal accountability, and performance outcomes of the Rhode Island Indian Council's Division of Indian and Native American Programs (DINAP) funded through Section 166 of the Workforce Innovation and Opportunity Act.

The Director is responsible for planning, directing, implementing, and evaluating workforce development services designed to increase employment, educational attainment and occupational skills for Native American, Alaska Native, and Native Hawaiian individuals throughout the organization's service area.

Essential Duties and Responsibilities

Executive Leadership and Strategic Management

- Provide direction for all WIOA Section 166 workforce development activities.
- Develop program goals that align with organizational priorities and federal funding requirements.
- Advise executive leadership regarding workforce trends, labor market needs, funding opportunities, and program improvements.
- Lead program expansion efforts and develop innovative workforce initiatives that address community workforce needs.
- Establish performance expectations and accountability measures across the WIOA Staff.

Federal Compliance and Grant Administration

- Ensure compliance with all Workforce Innovation and Opportunity Act (WIOA), DINAP, Uniform Guidance, Department of Labor, and organizational requirements.

- Maintain comprehensive knowledge of federal regulations governing Native American workforce development programs.
- Ensure accurate maintenance of participant records and program documentation.
- Develop and implement internal controls that protect organizational and federal resources.

Program Performance and Outcomes

- Establish systems for monitoring participant progress and program effectiveness.
- Ensure achievement of all negotiated federal performance indicators and contractual deliverables.
- Review enrollment, credential attainment, measurable skill gains, employment outcomes, retention rates, and other performance measures.
- Develop corrective action plans when performance outcomes are below established benchmarks.
- Utilize data analysis to strengthen service delivery and participant success.

Fiscal Management and Budget Oversight

- Review and approve check requests, invoices, purchase requests, and participant support payments.
- Collaborate with finance personnel to ensure accurate fiscal reporting and budget forecasting.

Workforce Development and Service Delivery

- Oversee all participant services including recruitment, eligibility determination, assessments, case management, training services, supportive services, job placement, and follow-up activities.
- Ensure staff provide culturally responsive services that support participant success and self-sufficiency.
- Develop career pathway initiatives that connect participants to education, training, apprenticeships, and employment opportunities.
- Promote occupational advancement and long-term economic mobility for Native American participants.

Community Outreach and Partnership Development

- Develop and implement a comprehensive outreach strategy throughout Rhode Island, New York, Connecticut, Massachusetts, New Jersey, and Delaware.
- Establish and maintain partnerships with:
 - Tribal Nations and Native organizations
 - State workforce agencies
 - Local Workforce Development Boards
 - American Job Centers
 - Educational institutions
 - Employers and apprenticeship programs
 - Community organizations and government agencies

Staff Leadership and Organizational Development

- Supervise, mentor, and evaluate workforce program personnel.
- Identify staff skill gaps and develop professional development plans.
- Establish policies, procedures, and quality assurance standards for program operations.
- Conduct regular staff meetings and performance evaluations.
- Promote a culture of accountability, professionalism, collaboration, and excellence.

Reporting and Data Management

- Oversee monthly, quarterly, annual, and special reporting requirements.
- Ensure timely submission of federal, state, and organizational reports.
- Develop reporting systems that promote data integrity and accountability.
- Present program performance updates to executive leadership.
- Maintain accurate records supporting program outcomes and expenditures.

Organizational Leadership

- Support community engagement efforts.
- Volunteer a minimum of one (1) day during the annual RIIC Powwow.

- Perform additional duties as assigned by the Executive Director.

Minimum Qualifications

Education

Bachelor's Degree in Public Administration, Business Administration, Human Services, Workforce Development, Organizational Leadership, Human Resources, Education, or a related field.

Equivalent combinations of education and progressively responsible experience may be considered.

Experience

- Minimum eight (8) years of progressively responsible management experience.
- Minimum five (3) years managing workforce development, employment and training, community action, Tribal, Native American, or federally funded programs.
- Demonstrated experience supervising staff and managing multiple projects simultaneously.
- Experience managing federal grants and performance-based contracts.
- Experience developing strategic partnerships and community collaborations.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of Workforce Innovation and Opportunity Act (WIOA) programs.
- Knowledge of Division of Indian and Native American Programs (DINAP) requirements strongly preferred.
- Understanding of federal grant compliance, monitoring, reporting, and fiscal management.
- Exceptional leadership and organizational skills.
- Strong analytical and problem-solving abilities.
- Excellent written, verbal, and presentation skills.
- Advanced proficiency with Microsoft Office Suite and data management systems.
- Ability to interpret regulations, policies, and contractual requirements.

- Commitment to serving Native American communities through culturally responsive programming.

Preferred Qualifications

- Master's Degree in a related field.
- Experience administering WIOA Section 166 or DINAP-funded programs.
- Experience working with Tribal governments and Native American communities.
- Experience with federal monitoring reviews and grant audits.
- Experience with performance management systems and workforce development reporting.
- Experience managing multi-state programs and service areas.

Additional Requirements

- Valid Driver's License.
- Ability to travel throughout the service area.
- Ability to work evenings and weekends as required.
- Ability to pass all required background screenings.
- Tribal enrollment, Tribal identification, or demonstrated experience working with Native American communities is preferred but not required.

Benefits:

- Dental insurance
- Health insurance
- Paid time off

Schedule:

- Monday to Friday 9:00 AM – 5:00 PM
- Weekends are sometimes needed for community outreach events
- Ability to volunteer a minimum of 20 hours a year for outreach.
- Job Type: Full-time,
- Location: In-person, Providence, RI

Pay: Based on education and experience

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Rhode Island Indian Council is committed to achieving full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age, or Sexual Orientation. In addition to the above, the Rhode Island Indian Council is an Equal Opportunity Employer.