



Buffalo Center for Arts and Technology (BCAT) is a not-for-profit whose mission is to provide opportunities for careers through the arts, technology and workforce development. Our vision is improving high school graduation rates; access to safe environments to learn and prosper; develop family-sustainable wage earners; and contribute to economic and social growth. BCAT is located at 1221 Main Street in Buffalo NY.

How to apply:

Interested candidates should submit a resume and cover letter and the names of three references to Cassie Puccia at cpuccia@bufcat.org. Please indicate which position you are applying for in the subject line. Applications will be accepted until the position is filled.

BCAT seeks an Adult Workforce Development Program Director

Position Title: Adult Workforce Development Program Director

Primary Reporting Responsibility: CEO

Status: In person, Full time

Job Description:

Buffalo Center for Arts and Technology (BCAT) is a 501(c)3 not-for-profit currently seeking a full-time Adult Workforce Development Program Director to administer and direct our Adult Workforce Development Program for adults, ages 21-60. Currently BCAT annually offers over 7 adult training classes in allied health, technology and landscape maintenance to over 100 participants. Classes are offered Monday through Friday throughout the day from 9:30am- 8:30pm. This is an on-site position; minimum 40 hours/week.

Essential responsibilities:

- Plan, promote and direct all day-to-day program operations
- Oversee all aspects of program delivery, including securing textbooks and equipment, managing certifications, placement exams for prospective participants and securing instructors
- Direct and oversee program scheduling and implementation, student recruitment, curriculum development, and community outreach
- Understand and manage program budgets and deliverables
- Maintain complete and accurate records on recruitment, attendance, retention, and student placement/employment
- Coordinate with colleagues to ensure all funder reports are completed and submitted on-time
- Establish and maintain positive working relationships with licensing and accreditation bodies
- Establish relationships with relevant employers for internship placements and job placement of graduates
- Ensure placement of students into internships required for their graduation
- Work with development team to identify new funding opportunities and partnerships to support existing programming and establish new classes
- Establish and maintain strong positive working relationships with other not-for-profits and adult workforce programs in Buffalo
- Hire, supervise and evaluate program staff (3 full-time and 6 part-time instructors/employees)
- Support development of program staff, instructors and contractors
- Establish and nurture consistent, effective and productive relationships with students, other community organizations, and the public

The right candidate will have:

- Bachelors in a related discipline (education, school administration, educational psychology, etc.); Master's preferred
- Over 5 years' proven leadership experience supervising a diverse workforce in a dynamic programmatic setting
- Over 5 years' proven experience leading and managing an adult workforce development program
- A collaborative, collegial work style; will be an effective team member
- A professional, approachable demeanor when dealing with the public, funders, and program participants
- A commitment to adult continuing education
- Ability to obtain and maintain appropriate licenses and credentials through various licensing and accreditation bodies
- Strong communication and writing skills
- Ability to navigate, secure and nurture community partnerships
- Willingness to identify and secure new program funding and growth opportunities
- Experience developing and implementing curriculum and programs
- Strong skills in Microsoft office, Google workspace and data management (CRM a plus)

About BCAT:

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.

Shared Values and Expectations:

- Serve as an ambassador of BCAT, demonstrating our mission and values positively and professionally and acting as a role model for our adult and youth students
- Show a solid commitment to Diversity, Equity, and Inclusion and contribute to BCAT's community values which are to "respect, listen, embrace, shape, learn, influence."
- Demonstrate professionalism and accountability at all times
- Contribute to the development and sustainability of BCAT
- Proactive and willing to help out where and when needed
- Exemplify a commitment to collaboration, teamwork and partnerships
- Take the initiative to analyze and solve problems
- Maintain a high standard of ethics, integrity, and confidentiality