



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 Manager

Position Title: Adult Workforce Development Program Manager

Primary Reporting Responsibility: Adult Workforce Development Program Director

Status: In person, Full time

Job Description:

Buffalo Center for Arts and Technology (BCAT) is seeking a full time Adult Workforce Development Program Manager to assist with the management of BCAT's Adult Workforce Program. This is an in person, onsite position.

Essential responsibilities:

- Develop, implement and facilitate community outreach to ensure full-class enrollment in all AWP
- Manage all aspects of adult student registration, testing, screening and admittance into all of the training classes
- Coordinate scheduling with affiliate partners (e.g., 716 Ministries, WNY Women's Foundation) to support professional development/work readiness training including resume writing and practice interviews
- Supervise part-time instructors to ensure classroom and curriculum quality
- Oversee and manage BPSS requirements related to adult student records - ensuring records are up to date and compliant (attendance, supplies, student files etc)
- Act as liaison between adult students and part-time counselor/retention coach
- Enroll in, prepare for and attend community outreach events to recruit potential students (may require some evening and weekend work)
- Obtain Director's license through BPSS
- Oversee AWP administrative assistant to ensure student intake process is efficient, welcoming and timely including pre-registration, scheduling/monitoring testing and Interviews for prospective students, ensuring all paperwork is complete, managing acceptance process (follow-up calls & emails), order textbooks and/or software as required and ensure classrooms are ready at start of class (computers, projector, etc).
- Coordinate program details with full-time instructors.

The right candidate will have:

- Bachelor's degree required; Master's degree preferred
- Credentials acceptable to gain BPSS Director license
- Minimum 5 years experience in workforce development, human resources or program manager role
- Supervisory experience
- Experience working in a not-for profit
- Culturally competent
- Trauma-trained (if possible)
- Ability to work some nights and weekends
- Strong writing and communication skills
- Competent in Microsoft Office
- Physically able to transport materials to and from events

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