



BCAT seeks Adult Workforce Development Program Director

Buffalo Center for Arts and Technology (BCAT) is 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 16 adult training classes in allied health, technology and landscape maintenance to over 200 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. This position will require some evening and weekend hours.

Salary: \$75,000 - \$80,000

Essential responsibilities:

- Direct and monitor all Adult Workforce program operations
- Plan and implement program scheduling, curriculum development, student recruitment and retention and community outreach strategies
- Administer and ensure adherence to program compliance regulations as a proprietary school under NYS DoE
- Manage data, budgets, reports, grants and deliverables
- Maintain compliance and accurate records on recruitment, attendance, retention, and student placement/employment
- Establish and maintain positive working relationships with licensing and accreditation bodies, employers for internship placements and job placement of graduates, other not-for-profits and adult workforce programs, students, community organizations, and the public
- Collaborate with BCAT's development team to identify new funding opportunities and partnerships to support existing programming and establish new classes
- Contribute as a full partner on the BCAT Leadership Team, ensuring that BCAT continues to be a high-functioning organization delivering on its mission.

The right candidate will have:

- Bachelors in related field (education, school administration, educational psychology or human resources); MA preferred
- Minimum 5 years leadership experience in a not-for profit organization
- Proven leadership experience supervising a diverse workforce in a dynamic programmatic setting
- Credentials acceptable to gain BPSS Director license
- Experience developing, implementing and managing processes and procedures
- Ability to manage multiple projects and respond to emerging priorities.
- Demonstrated ability to think analytically, take initiative, and be results-and detail-oriented
- A deep appreciation of the mission and constituency BCAT serves

Interested candidates should submit a resume, cover letter and three references with names and contact information to [cpuccia\[@\]bufcat.org](mailto:cpuccia[@]bufcat.org). Applications will be accepted until the position is filled.

BCAT is a not-for-profit whose mission is to provide opportunities for careers through the arts and technology for youth and workforce development for adults. BCAT offers opportunities and resources for a diverse population, supporting youth and adult learners in an equity-focused environment. Our learners are valued and respected for their authenticity. We capitalize on their strengths and prepare them for living healthy, creative, inspired, and productive lives in our community.

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.