

## SKILLS DEVELOPMENT PROGRAM MANAGER

**About the Organization:** Building One Community (“B1C”) is a non-profit organization established in 2011 as a comprehensive resource center for immigrants in the Stamford, Connecticut area. B1C’s mission is to advance the successful integration of immigrants and their families.

B1C’s Workforce Development (“WD”) program teaches the skills newcomers need to earn a living wage and become self-sufficient contributors to our local economy and community. The program includes a Skills Development program that offers stackable jobs skills training in growth industries, vocational English instruction that is tailored to each skill track, and a Hiring Site that provides job placement assistance.

**Position:** The **Skills Development Program Manager** will oversee the Skills Development program and manage B1C staff and course instructors. This full-time, exempt position reports to the Adult Education Director and requires occasional evening weekday hours.

### Primary Duties:

- Manage the Immigrant Entrepreneurship Incubator program
- Supervise department staff: Technology Specialist, Program Coordinator and a portion of the Marketing & Outreach Coordinator’s duties
- Implement recruitment strategies for both participants and volunteers to expand participation in departmental programming
- Oversee an effective job referral service to increase job placement for workers and program graduates through coordination with the Hiring Site
- Assist in daily department operations, including responding to participant and instructor inquiries, preparing course materials and booking classroom time
- Update and analyze program data in Salesforce
- Collaborate with the Adult Education Director to run monthly data reports to better understand program strengths and opportunities

### Required Qualifications:

- Proficient verbal and written Spanish skills required; French/Creole a plus
- Bachelor’s degree required
- 2+ years of management and workforce development experience preferred
- Previous experience in nonprofit/community service setting required
- Data management experience required; knowledge of Salesforce a plus
- Effective time management skills
- Strong interpersonal skills, including a patient, welcoming and positive attitude
- Belief in the organization’s mission and goals, with strong commitment to the empowerment of low-income immigrant populations

To apply for this position, please submit your resume and a cover letter to [jobs@b1c.org](mailto:jobs@b1c.org). Resumes without a cover letter will not be reviewed; no telephone calls please.

*Building One Community is an Equal Opportunity Employer*