

JOB POSTING – PROGRAM MANAGER

POSTING DATE: August 22, 2024

POSITION SUMMARY

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, is seeking a talented and experienced **Program Manager** to support staff and customers of the Neighborhood Employment HUBS program. The Program Manager is responsible for the management and operation of direct services provided by the Neighborhood Employment HUBs project in Battle Creek. This position is responsible for design, implementation, and oversight for the project, including but not limited to budget preparation, reporting, community engagement, grant partner collaboration, and staff management.

This is a full-time exempt position, 37.5 hours per week, requiring in-office/on-site work at the Battle Creek Michigan Works! Southwest Service Center. Regular weekly travel within the service area is required.

POSITION REQUIREMENTS

Bachelor's degree plus two years of related progressive professional experience required. Five or more years of professional experience is also accepted in lieu of a degree.

Demonstrated project and/or grant management experience required. Staff management experience required. Strong leadership, communication, organizational and time management skills required. Ability to work independently with minimal supervision. Prior equity training and experience preferred.

Preference given to individuals who live in or around the City of Battle Creek.

WAGES & BENEFITS

Starting salary range is \$65,000 - \$68,000 based on experience. The Institute offers a generous benefit package. Offered benefits include health, dental and vision insurance, short-term extended medical leave, long-term disability, parental leave, and a retirement plan.

WHO WE ARE

Since 1932, the **Upjohn Institute** has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment.

The Neighborhood Employment Hubs is a program of the **Center for Workforce Innovation and Solutions**, a division of the **Upjohn Institute** committed to pioneering best practices in workforce development through program development, operation, and evaluation, striving to ensure successful outcomes for job seekers, employers, and communities.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to affirmative action steps to help achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion, training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

HOW TO APPLY

Submit resume and letter of interest to hr@upjohn.org.