

Fostering an Equitable, Engaged, Empowered Community



CAREER OPPORTUNITY:

Central Iowa Works Program Managers

Position Posted: 11/3/2022	Application Deadline: 12/30/2022
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- To apply, please send a cover letter and resume to careers@unitedwaydm.org
- For more organizational information, please visit www.unitedwaydm.org

United Way of Central Iowa is seeking two program managers that assist central Iowans with training, education and other supports that remove barriers to employment and create a pathway to financial stability. These programs are federally funded and are a part of our Central Iowa Works initiative that builds and finds solutions to help businesses, families, and our community thrive. Our programs connect employers with talented workers in jobs that provide career growth and economic success. This is a great opportunity for individuals with workforce development knowledge, staff management and strong relationship building skills. Individuals with diverse experiences and backgrounds are encouraged to apply.

Both of these positions offer a full benefits package, a hybrid remote work schedule (2 days at home, 3 days in the office) and a starting salary range from \$55,000 to \$60,000 depending on experience.

Position Summaries

Central Iowa HealthWorks (CIHW)

The CIHW Program Manager oversees a federal grant and three team members who assist individuals seeking careers and career pathways in healthcare. The program manager also is primarily responsible for connecting and building relationships with healthcare employers and other community partners to advance a thriving workforce in the central Iowa area. Experience and/or knowledge of the healthcare sector is preferred. This is currently a time-limited position with funding through September 2025. Continued funding is possible but not guaranteed beyond that date.

Central Iowa Returning Citizens Achieve (CIRCA)

The CIRCA program Manager oversees a federal grant and three team members who assist individuals returning to central Iowa from incarceration. The program manager will need to have experience in working

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with the re-entry population and some knowledge of the barriers facing individuals with criminal records and obtaining employment. Continued funding will depend on program success and funding resources but not guaranteed. This is currently a time-limited position with funding through June 2024. Continued funding is possible but not guaranteed beyond that date.

Qualifications for both positions include:

- Bachelor's degree in a related field. Experience may be considered in lieu of some education
- Two to five years of experience in successful staff management
- Compliance and reporting (preferably within a grant-funded program)
- Maintaining a work-related budget
- Proven experience in building and maintaining relationships with internal and external stakeholders of a program or initiative.

Must have proven competencies in:

- Supervision
- Empathy
- Fostering teamwork
- Sound Decision Making
- Adaptable
- Business Acumen
- Project Management
- Relationship Building
- Collaboration
- Consensus Building
- Communication Skills – oral, written and presentation
- Analytical

Why choose United Way of Central Iowa?

United Way of Central Iowa is an established and highly respected nonprofit in the Central Iowa area and the United Way Worldwide network. Employees at UWCI have a passion for the organization's mission and community impact work and strive to create a positive, inclusive, and welcoming work environment. Our Core Values of Compassion, Integrity, Community Engagement, Responsiveness and Striving for Excellence is the foundation for how we do our work and to reach our aspiration to "Engage Community to Empower All." In addition to a competitive salary, a hybrid work schedule, and a robust benefits package that include health insurance, a dental and vision plan, 401(k) with match and paid life insurance, we offer the following:

- A positive work environment that fosters diversity, equity, and inclusion principles
- Generous paid vacation plan, holidays, a personal holiday, and sick time

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- **Paid volunteer time off**
 - **Convenient central Des Moines location with free parking**
 - **Free, newly remodeled on-site fitness center**
 - **Tuition Assistance**
 - **Commitment to employee professional development**
 - **Fun monthly opportunities for employees to build camaraderie**
 - **Wellness initiatives**

United Way is an equal opportunity organization and all qualified applicants for employment or contract assignments will receive consideration for employment without regard to race, religion, skin color, gender, national origin, ethnicity, sexual orientation, gender identity, physical or mental abilities, genetic information, pregnancy, disability, age, family or marital status, veteran status or other characteristic protected by applicable. United Way of Central Iowa will consider qualified candidates with criminal histories in a manner consistent with the role requirements and any applicable local, state, and Federal law. If you are a job seeker with a disability, or are assisting someone with a disability, and require accessibility assistance or an accommodation to apply for one of our jobs, please call 515-246-6516.