

JOB POSTING – SITE MANAGER

POSTING DATE: August 20, 2024

POSITION SUMMARY

The Center for Workforce Innovation and Solutions, a division of the Upjohn Institute, is seeking a talented and experienced **Site Manager** to support staff and customers of Michigan Works! Southwest. The Site Manager is responsible for oversight of the design and operations of programs operated by the Talent Solutions Department in the Michigan Works! Southwest service center. This position focuses on service/program implementation. The incumbent is accountable for program implementation and service delivery, achievement of federal/state performance measures, and ensuring compliance with prescribed policies and procedures. The Site Manager is responsible for personnel management, including supervision, training, and development of staff.

This is a full-time exempt position, 37.5 hours per week, requiring in-office/on-site work at the Kalamazoo Michigan Works! Southwest Service Center. Regular weekly travel within the (Kalamazoo/St. Joseph) two county 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.

Staff management experience required. Excellent interpersonal and communication skills required. Demonstrated ability to organize, manage time, prioritize and maintain confidentiality. Experience in case management, policy review, along with knowledge of local community partners is preferred.

WAGES & BENEFITS

This position offers a starting salary of \$65,000. The Institute offers a generous benefit package, including 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 Center for Workforce Innovation and Solutions, a division of the **Upjohn Institute**, is 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. **Michigan Works! Southwest**, within the Center for Workforce Innovation and Solutions, strives to build connections between job seekers looking to grow their careers and employers seeking quality candidates with the necessary job skills. Michigan Works! Southwest stays abreast of employment trends and maintains critical relationships with community partners to ensure connections are made between employers, educators, trainers, and employees.

All applicants and participants of the Michigan Works! Southwest Workforce Development Programs will be provided equal opportunity to participate in and benefit from all programs, activities, and services without regard to race, color, religion, national origin, age, sex, height, weight, marital status, disability, arrest record, or political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or other non-merit factors.

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.