

Position Announcement

Bishop Sullivan Center – Employment Services Workforce Program Manager

January 2025

Are you called to help elevate others in their life, career and job search? [Bishop Sullivan Center](#) (BSC) is seeking a relationship driven individual to serve others as the **Employment Services Workforce Program Manager**. This full-time position will work primarily on-site at our 39th and Troost location. This role is instrumental in developing and guiding others in their job search and executing the strategic plan for program relevance to attract, educate, develop and assist our clients on resources in the Kansas City community. This is more than a job-it's an opportunity to make a meaningful impact on the lives of others.

About Bishop Sullivan Center

For more than half a century, Bishop Sullivan Center (BSC) has worked to lighten the load for neighbors in need. With two locations in Kansas City's urban core – one in Midtown KC, and one in the historic Northeast – we're working to meet the changing needs our neighbors face with a focus on affirming the dignity of all.

Our Mission: "Inspired by Christian faith, Bishop Sullivan Center shows God's love to people in financial hardship by providing food, help in finding jobs and other aid. Beyond material assistance, Bishop Sullivan Center strives to build relationships between those who live in poverty and those who do not, promoting mutual understanding and affirming the dignity of all."

How you will make an impact

- **Workforce Specialist**
 - Schedule and facilitate client appointments for individual and group orientations from walk-ins and phone call inquiries.
 - Meet with clients individually to assess work readiness by conducting initial employment screening and develop a relationship with them. Follow guidelines from the Employment Services Manual.
 - Assist clients with cover letters and resume development and written correspondence for job search.
 - Assist clients with overcoming barriers inhibiting them from getting and keeping employment through a strengths-based approach.
 - Oversight and assistance with the smooth running of the resource/technology room.
 - Maintain documentation in the employment services database of all client contacts.
 - Stay connected with clients on a weekly basis until they find employment.
 - Conduct 3- and 12-month client post-employment check for job retention.
 - Possess the ability to identify, comprehend and apply workforce development and career services best practices to support Bishop Sullivan Center and the clients we serve.
 - Assist in developing and planning job fairs and continued job development for clients.
 - Present to and convene small and large groups of clients.
- ▲ **Management and Oversight**
 - Develop a strategic plan to maintain a relevant employment services program for the clients we serve.
 - Facilitate a bridging of employment services to our other core programs.
 - Develop and facilitate curriculum for job seekers on topics such as budgeting, soft skill development, conflict resolution and interview etiquette.
 - Manage and support the workforce team with their caseloads.
 - Utilize the fiscal budget set by the Executive Director and board of directors.
 - Define and develop areas for program growth.
 - Collaborate and meet regularly with team members to identify priorities, discuss strategies and review ongoing measures for development.
- **Community & Employer Outreach:**
 - Network and grow relationships with other agencies, community partners, employers, community members, and stakeholders scheduling resource meetings and individual agency meetings.

What you will bring to this position

- Bachelor's degree in social work or related degree in Social Services, with preferred background working with individuals in poverty. Master's degree in social work is preferred.
- 3-5 years of experience working in Employment services workforce programming with 1-2 years of management experience.
- Relevant case management, employment, job development and/or vocational counseling experience.
- Ability to work both independently and collaboratively with staff, volunteers, donors, and community partners.
- Strong ability to lead initiatives and project management skills.
- Excellent written and verbal communication skills with a strong attention to detail.
- Passion for the mission and values of Bishop Sullivan Center.
- Bilingual in Spanish is a plus.
- Knowledge of best practices and trends in workforce development and career services.
- Knowledge of workforce development and career services technology resources.

Why Join Us?

- **Impact:** Play a key role in a mission-driven organization making a significant difference in the community.
- **Creativity:** Bring your innovative ideas to life in a supportive and collaborative environment.
- **Growth:** Develop your skills and expand your professional network while working on meaningful projects.
- **Community:** Be part of a team that values relationships, mutual understanding, and the dignity of all individuals.
- **Value:** We value our employees by offering full benefits including health, vision, dental, TASCcard, Simple IRA, Short- & Long-Term disability insurance and PTO.

OMNI is honored to be retained in this search. We appreciate your referrals to professionals who may have an interest in this outstanding opportunity. Formal interest accepted through the OMNI Executive Career Portal.

Please direct all inquiries to:

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