

# Deputy Director of the Employment Institute

## Job Details

**Level**

Senior

**Salary Range**

Undisclosed

**Job Location**

USA-PA-McKeesport

**Travel Percentage**

Undisclosed

**Position Type**

Full Time

**Job Shift**

Undisclosed

**Education Level**

4 Year Degree

**Job Category**

Nonprofit - Social Services

## Description

### **Help Us Change Lives: Auberle Seeks Deputy Director of the Employment Institute**

Auberle is seeking a passionate, mission driven, servant-leader that is committed to our mission of helping troubled children and families heal themselves.

**Organization:** Auberle is an award winning, dynamic, nonprofit organization serving at risk children and families since 1952. The success of our youth and families has been recognized with many awards including Agency of the Year in the Country by the Alliance for Strong Families and Communities, the Wishart Award for Excellence in Nonprofit Management, an inaugural Smart 50 agency by Smart Business magazine and for four years in a row a Best Place to Work by the *Pittsburgh Post-Gazette* and a Healthiest Employer by the *Pittsburgh Business Times*. In 2016, we were given the distinction of the #1 workplace for employees who feel that their employer provides them with the formal training that they want. Auberle operates 16 program service areas from multiple sites with 200+ staff serving over 3,000 youth and families each. Last year, we added 42 new positions, several new programs and grew our agency budget by 44% to \$14 million.

Our Employment Institute continues to be one of our most successful programs and has experienced tremendous growth. The Employment Institute is an award-winning workforce development program that matches unemployed young adults with our business partners who have chronically unfilled positions in high-demand fields. We currently offer nine national certification programs. The Employment Institute creates true pipelines to employment by partnering with the corporate community who help us design our training programs. We developed a digital work ethics badge that certifies that our youth have the soft skills necessary not only to obtain a job, but keep it. The program is so successful that we now work with 49 employer partners and receive referrals from 48 other agencies. We do what is necessary to help our young people succeed. For that reason, we offered 33 additional supportive services last year including mental health counseling and drivers training to eliminate barriers to employment. The program creates win-win opportunities where businesses are able to find a quality workforce, while young adults find a career path, improve their lives and eventually obtain self-sufficiency.

Last fiscal year, the program was named Community-based Program of the Year by the Juvenile Court Judges Commission, added two new national certifications, expanded to an additional county and grew its budget by over \$1 million. We have developed a formula that works, and we need another talented leader to build upon that success and maintain the momentum we have created.

**Position Overview:** The Employment Institute has a need for a senior level leader to implement multiple new opportunities we have, as well as provide leadership for the day-to-day operations of the program. The job requires an ability to execute while handling a variety of responsibilities. Self-assurance and the confidence to purposely drive results while problem-solving and engaging the commitment of others is essential. A leadership

style that is firm and goal oriented, and yet motivates, trains, and engages others in an enthusiastic way is important. The emphasis on building rapport and relationships with individuals and groups requires an outgoing, poised and persuasive communication style.

While the position exists within the structure of the Employment Institute, collaborative leadership across the agency is a must. Auberle's programs do not exist in silos, but work seamlessly together to do what it takes to help a young person in need. The ability to see the big picture is essential. The successful candidate has the ability to provide guidance and leadership while empowering staff to make decisions, take risks and create innovative solutions for the youth we serve.

## Key Performance Objectives:

- **Implement program expansions:** explore and develop new opportunities for the Employment Institute and work with the Director of the Employment Institute to implement new initiatives.
- **Lead and empower the Employment Institute team:** Motivate the team with positive reinforcement and help them develop their skills and abilities to create innovative solutions for young people to succeed at getting and keeping good paying positions.
- **Empower staff:** Challenge Employment Institute staff to create innovative solutions.
- **Administer the department:** Work with the Director of the Employment Institute to manage the budget and create departmental policies and procedures as needed.
- **Establish and sustain internal and external relationships:** Use strong communication skills to establish and manage relationships both inside and outside of the agency, recruiting and working with businesses and other agencies.
- **Set and oversee goals:** Assist in the development, oversight, achievement and reporting of program goals.
- **Lead and follow as needed.**

## Principal Qualifications and Skills:

- Bachelors Degree required; Masters Degree preferred
- Five or more years of experience in the following is required: working with young people, supervision of staff, mission- and performance-based environments
- Proven track record of creating and executing goals
- Experience with program design
- Experience strategically growing programs or projects
- Excellent verbal and electronic communication skills
- Ability to communicate a passion for Auberle's mission of working with children and families
- Proven ability to research and benchmark practices and to collect, analyze and employ data to guide decisions
- Experience with managing budgets
- Act 33/34 clearances required

## Application and Selection Process:

Auberle offers excellent training opportunities and a comprehensive benefits package. If you are highly motivated, passionate about youth and interested in making a difference be sure to apply on the Auberle! Only candidates selected for interviews will be notified. Auberle is an equal opportunity employer.