



Job Description

Job Title:	Director, Workforce Programs (Discretionary Funded)	FLSA Status:	Exempt
Department:	Workforce Program Development	Reports to:	Vice President
Effective:	May 1, 2025		

PURPOSE

The Director of Workforce Programs is a subject matter expert on federal and state workforce policies and programs. The Workforce Programs Director works with a team that develops, implements, evaluates, administers, and supports state workforce programs, policy, and initiatives authorized by law, the Executive Office of the Governor, the CareerSource Florida board of directors, and/or councils and committees.

This position is responsible for cultivating and maintaining relationships with external stakeholders including FloridaCommerce, government agencies, local workforce development boards (LWDBs), the Hope Florida Office, workforce related organizations, economic development organizations, industry partners and businesses to reduce barriers to employment.

DUTIES AND RESPONSIBILITIES

- Develops, implements, and administers state workforce program, policy and initiatives authorized by law, the Executive Office of the Governor, the board of directors, and/or councils and committees.
- Conducts research, implementation, and evaluation of workforce programs resulting in increased efficiency and/or cost savings.
- Cultivates and maintains relationships with external stakeholders – including and not limited to, FloridaCommerce, government agencies, local workforce development boards (LWDBs), the Hope Florida Office, workforce-related organizations, economic development organizations, industry partners, and businesses.
- Identifies barriers to coordinate and align with workforce related programs and activities and develops solutions to remove such barriers.
- Prepares requests for Notice of Fund Availability (NFAs) for leadership review and coordinates the regular review of data to determine the performance of workforce initiatives funded through NFAs.
- Monitors and documents program outcomes and performance to provide timely, accurate, and data-driven recommendations to enhance effectiveness of workforce initiatives as required.

- Delivers presentations at meetings of key stakeholders—including and not limited to, the CareerSource Florida Board of Directors, local workforce development boards (LWDBs), workforce and economic development organizations, and businesses.
- Serves as a subject-matter expert for welfare transition programs including the Supplemental Nutrition Assistance Program and Temporary Aid for Needy Families Program.
- Demonstrates sound judgment to ensure that program or project updates, as well as any pertinent information related to CareerSource Florida, are clearly, concisely, and promptly communicated to leadership.
- Assists in coordinating the review and completion of federal plans and reporting requirements.
- Provides additional workforce policy and program development, implementation, and evaluation based on network requirements.

QUALIFICATIONS AND WORK EXPERIENCE

- A minimum of five years of professional experience in workforce policy or program development with three years of supervisory experience.
- Ability to employ a data-driven approach to decision-making and program evaluation.
- Highly skilled in all aspects of project management—displaying demonstrable skill in project planning, initiating, executing, controlling, and closing.
- Proficient in the use of document management systems and Microsoft Office products, including Outlook, Word, Excel, and PowerPoint.
- Possesses excellent written, listening, verbal communication, and presentation skills—along with a proven ability to lead, develop, and maintain positive and productive working relationships with a variety of teams that include both internal and external stakeholders.
- Ability to travel as required.
- Proficiency in conducting strategic research and analyses, with a substantive knowledge of Florida's workforce system and the laws and rules that govern it.

EDUCATION AND CERTIFICATIONS

- Bachelor's degree in a related field or an equivalent combination of credentials, training, and experience.
- Master's degree preferred.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Periodic standing, kneeling, and bending.
- Must be able to lift up to 10 pounds at times.

Salary Range (Grade 12) \$79, 054 - \$102,297

CareerSource Florida is subject to the Public Records Law, Chapter 119 of the Florida Statutes and the Sunshine Law, Chapter 286 of the Florida Statutes. Applicant submissions could potentially be subjected to public disclosure.

CareerSource Florida is an Equal Opportunity Employer and an E-Verify Employer.