

Senior Manager – Healthcare Skills Training Programs

Jewish Vocational Service (JVS), a non-profit workforce development organization, is seeking a qualified candidate for a Senior Manager (Manager II) position for the skills training team.

Position Summary: Under the direction of the Vice President, the Senior Manager of Healthcare Skills Training oversees all daily aspects of the Pharmacy Technician and Certified Nursing Assistant programs and acts as the primary contact for funders and partners. As a key aspect of the role, the Senior Manager builds, strengthens and grows key partnerships, supervises and supports manager of outreach and intake, direct service staff, tracks and reports all relevant program data and outcomes, and evaluates programmatic success. The Senior Manager of Healthcare Skills Training also institutes any necessary upgrades and changes to ensure success of the program, and creates documents for submission to JVS leadership, funders, evaluators and other stakeholders.

Minimum Qualifications and Experience:

- Bachelor's Degree a must, Master's preferred
- Minimum of 3 years of program/contract management and supervisory experience strongly preferred
- Experience overseeing job training programs for adults preferred
- Experience in curriculum development for the adult learner
- Ability to analyze course outcomes and propose means to achieve desired outcomes, if appropriate
- Strong working knowledge of Microsoft Office Suite
- Strong interpersonal, communication and organizational skills are required
- Ability to work independently and as part of a team is required
- Ability to work effectively with staff and clients from diverse cultural, socio-economic, ethnic and educational backgrounds is required
- Ability to deal tactfully and effectively with a diverse group of clients at all levels of the organization
- Demonstrated and effective presentation and facilitation skills are required
- Knowledge of community resources and web-based resources preferred

Please apply through our Careers at JVS page: <https://www.jvs-boston.org/careers-at-jvs/>

JVS Benefits: All employees who work 20 or more hours at JVS have access to our benefits. Learn more about our great benefits at our Careers page.

JVS Culture: JVS is strongly committed to diversity and a workplace environment that respects, appreciates and values employee differences and similarities. By providing and supporting a work culture that fosters and builds upon diversity and its strengths, JVS will better serve our local communities and continue to provide quality services.

JVS is an employment at-will organization and an equal opportunity employer committed to maintaining a work and learning environment free from discrimination on the basis of sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, JVS prohibits retaliation against an applicant or employee because he or she has engaged in protected activity under the statutes prohibiting discrimination in the workplace.

Thanks and regards,

-JVS Human Resources Team!