



Posting Date: June 23, 2022  
Closing Date: July 7, 2022

# Northwest-Shoals Community College

## *NOTICE OF INTENT TO REORGANIZE A POSITION*

### *Internal Posting Manager of Youth Success Program (Grant Funded Position)*

This position is posted in compliance with Alabama Code §16-22-15.  
It is the intent to place a current employee in this position.

**Position Announcement**

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**STARTING DATE:**     **Approximately - July 2022**

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Only permanent full-time employees are eligible to apply. Applicants must meet the minimum qualifications and must submit a Letter of Interest and resume to be considered.

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- QUALIFICATIONS:**
- Minimum of a Bachelor's Degree in Education, Counseling, or related field, **required.**
  - Experience with administration and supervision of state or federal projects for youth from disadvantaged backgrounds, **required.**
  - A background similar to the target population, preferred.
- ESSENTIAL FUNCTIONS:**
- Administer, coordinate and manage the activities of the YSP program and in-school Pre-Apprentice program.
  - Work with school systems within service area to reach participants for Pre-Apprenticeship.
  - Develop, administer, coordinate and manage the in-school pre-apprenticeship program.
  - Provide supervision of staff and perform activities required to accomplish all stated project objectives of YSP and Pre-Apprentice programs.
  - Coordinate the recruiting and screening of eligible participants for YSP and Pre-Apprentice programs.
  - Assure the maintenance of adequate eligibility documentation on participants and maintain complete records of compliance with specified regulations for YSP and Pre-Apprentice programs.
  - Serve as a liaison with the Alabama Department of Commerce, Youth Programs, the Alabama Career Center system, and GLWA.
  - Manage and control the programs' budget and finances; work with the Business Office to ensure and efficient system of fiscal control for YSP and Pre-Apprentice programs.
  - Conduct and monitor evaluation procedures to measure the program objectives against actual outcomes and monitor compliance for YSP and Pre-Apprentice programs.
  - Coordinate all data collection, monitor data, and compile reports for YSP and Pre-Apprentice programs.
  - Maintain professional relationship with community and school personnel.

- Maintain professional relationship with college departments that partner with YSP and Pre-Apprentice programs.

**SALARY:** Compensation is in accordance with the Alabama Community College System's Salary Schedule C3-2 (\$51,730 - \$78,417)

*Northwest-Shoals Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*

*Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279*

*Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.*

*Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.*

***In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.***

*Northwest-Shoals Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.*

*Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.*