

**EXECUTIVE DIRECTOR
JOB TRAINING CENTER OF TEHAMA COUNTY, INC.**

ABOUT THE JOB TRAINING CENTER

The Job Training Center is a non-profit organization that has provided workforce development services to the businesses and job seekers of Tehama County for more than 30 years. We pride ourselves on a strong commitment to customer service, integrity in program operations, and excellence in service delivery.

Our Mission is to empower job seekers to meet the current and future workforce needs of businesses in the region. Our Vision is a community with a first class workforce with the skills, education and innovation needed to keep businesses competitive and profitable.

With a staff of 11 and an annual budget of \$2.5-\$3 million, we serve 3,000 job seekers and assist 300 businesses with their hiring needs each year.

THE POSITION

The Executive Director reports to a 5-person board of directors and is based in Red Bluff, California. The position is responsible for making decisions that fulfill the mission and ensure the success of the organization. Broad duties include:

- Directs the development and implementation of organizational goals, programs and policies
- Participates in community planning for workforce and economic development; oversees job seeker and business service programming; responds to business closures, layoffs and natural disasters
- Works directly with new and existing employers for sourcing and developing talent
- Oversees personnel, budgets, contracts, and operations
- Secures funding for programs and projects; develops and writes proposals and grant applications; oversees planning and implementation of services
- Coordinates services and activities with governmental, business, and community partners; and advocates for the needs of the organization and its customers.
- Directs public and community relation for the organization
- Ensures compliance with contractual, regulatory, and fiscal requirements

QUALIFICATIONS

- Bachelor's degree in public administration, organizational development, social services or related field
- Five years administrative and supervisory experience overseeing the operations of a major program or related organization in the non-profit or public sector
- Experience in a workforce development program preferred
- Knowledge of the principles of administering public funds
- Ability to establish and maintain cooperative relationships
- Superior verbal and written communication skills
- Demonstrated ability to work with a high level of independence; and to make sound, educated decisions

CULTURE

The ideal candidate will embody the culture and core values of the organization which include:

- Warm and Caring
- Highly Competent and Resourceful
- Inclusive
- Innovative and Creative
- High Performing and Results Oriented
- Fun

COMPENSATION

\$88,000 - \$110,000 DOE

Cafeteria Plan Benefits - Medical, dental and vision insurance, 401(k) plan, life insurance, and long-term disability insurance

Paid Vacation, Sick Leave, and 14 Holidays per year

APPLICATION PROCESS

Mail or email a resume, cover letter, and three letters of recommendation **no later than April 12, 2021** to

Kathy Schmitz
Job Training Center
718 Main Street
Red Bluff, CA 96080

kschmitz@jobtrainingcenter.org

(530) 727-5600

www.jobtrainingcenter.org

This contact may be used for any inquiries or to request a full job description.

It is anticipated that interviews will be conducted between April 15-30, with a start date of June 1 or later. The position is available due to the retirement of the current Executive Director.