

TITLE: Manager of Civics and Community Integration

JOB STATUS: Full-Time, Exempt

SUPERVISOR: Executive Director



Job Description

Chinese Mutual Aid Association (CMAA) is seeking an innovative, detailed-oriented Manager of Adult Education and Workforce Development to lead our agency's Adult Education, Workforce Development, and Transitions Programming. Reporting to the Executive Director, the Manager of Adult Education and Workforce Development is responsible for developing, delivering, and ensuring high-quality programming.

The ideal candidate is a strong communicator and strategic thinker who can manage multiple moving projects independently. He/she/they will be committed to serving the Chicagoland immigrant and refugee community as well as getting results in a fast-paced environment. This position is an excellent opportunity to learn about and engage various ethnic and low-income communities as well as contribute to a forward-thinking team devoted to empowering immigrant communities.

About Chinese Mutual Aid Association

Chinese Mutual Aid Association is a community-based social service agency, dedicated to fostering the integration of the Pan-Asian immigrant and refugee community into U.S. society. Established in 1981, CMAA has been a cornerstone of the Uptown community since then, providing programming for generations of low-income youth, adults, and senior citizens. The Adult Education and Workforce Department provides English as a Second Language (ESL), Citizenship, Adult Basic Education (ABE), Healthcare Bridge, and Computer classes, and assists clients with transitioning into the workforce, through workshops and individualized job counseling. Further, CMAA is the lead fiscal agent of a consortium of Adult Education providers offering ABE and ESL classes across the city of Chicago.

Job Responsibilities

The Manager of Adult Education and Workforce Development is responsible for the following:

- Collaborates with Executive Director, Board of Directors, leadership team, and staff to direct the strategic development and growth of CMAA's Adult Education and Workforce Development Department in accordance with agency mission and goals
- Manages the master contractual oversight of the Illinois Community College Board's Adult Education and Literacy Grant; oversees subcontracting agencies' performance and compliance for this grant; develops processes to monitor subcontracting agencies
- Oversees grant management of various funders, including the Department of Family and Support Services and foundations
- Guides and monitors program activities to ensure compliance with all service contract requirements, including the submission of accurate, timely, programmatic and financial reports to funders

- Works with Director of Finance and the department's Assistant Manager to develop annual budgets and operating plans in order to support successful programming
- Works with Executive Director and Development Department to identify program and agency funding needs; develops and submits funding proposals for programs to ensure continuous delivery of services
- Recruits, hires, trains, and supervises staff, providing guidance on program development and execution
- Collaborates with team to design and implement new programming
- Builds partnerships with other community partners to ensure coordinated delivery of effective and efficient services
- Oversee data collection and evaluation efforts for programming to measure short and long-term impact
- Monitors and approves all budgeted program expenditures
- Listens and advocates on behalf of team members and clients
- Performs other duties as assigned

Key Competencies

We're seeking candidates who are passionate about working with immigrant communities, demonstrate initiative and critical thinking skills, are strong communicators, innovators, and excel in relationship building. You should have:

- Experience managing teams; deep understanding of human resources, employee performance improvement plans, and corrective action policies
- Experience managing programs, projects, and processes
- Demonstrated success developing and evaluating program models
- Strong knowledge of multiple Google Workspace and Microsoft Office, especially Excel
- Experience using technology as a management reporting tool
- Strong organizational and communication skills; self-disciplined with an ability to meet deadlines
- Bachelor's degree

Proficiency in a second language is a plus but not required. This position may require occasional travel as well as weekend and evening work.

How to Apply

Please send a cover letter and resume to Madeleine Azcueta, Senior HR Generalist, at madeleinea@chinesemutualaid.org, by November 1, 2021.

Chinese Mutual Aid Association is an Equal Opportunity Employer.

