



Workforce Development Institute (WDI)

STRENGTHENING NEW YORK'S WORKFORCE

Program Associate- Syracuse, NY

Due to current COVID-19 restrictions, this position will operate remotely on a temporary basis and will not require travel until normal operations resume.

The Workforce Development Institute, Inc. (WDI), a 501(c)(3) non-profit organization is seeking a Program Associate to be based in Syracuse, NY. The Program Associate will publicly represent WDI as a critical partner on the issue of child care and will provide administrative support for the Child Care Subsidy Facilitated Enrollment Program overall.

Primary responsibilities include:

- Providing outreach, application facilitation, case management and program navigation for working families, locally and remotely, statewide.
- Partnership building with local employers, labor, community-based organizations and government agencies; including conducting consumer education presentations.
- Database administration, including the analysis of output information to inform strategies for program maintenance and development.

The ideal candidate will be a proactive self-starter who works well with a team both locally and statewide and is flexible and adaptable with strong cultural competency skills.

Candidates must possess excellent communication skills including written, verbal and public speaking; strong technical and digital skills, and attention to detail. A minimum of four years of work experience, preferably in dealing with the public, is required. A background in human services and/or early childhood education is a plus.

Spanish language proficiency is highly preferred.

This position will report to the Director of Workforce Support (Syracuse, NY) and requires regular travel, locally and occasionally, statewide. This is a full-time position (35 hours) with a generous benefit package that includes medical, dental, vision, Life, STD, LTD and 403(b). Parking is provided. Send resume and cover letter by January 14th to HR@wdiny.org. We

appreciate your interest in this position, however, only those who will be interviewed will be contacted. The interview process will begin in January 2022.

WDI is an Equal Opportunity Employer and believes that diversity and inclusion among our employees is critical to our success as a company and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. We are an organization that hires by demonstrated skills and experience regardless of how you attained them.

For more information about WDI visit our website at www.wdiny.org.