



Project Director JOB DESCRIPTION

The Project Director will be responsible for managing the Partners for Reentry Opportunities in Workforce Development (PROWD) initiative ensuring that all grant requirements are met, supervising program staff, partnership development and management, overseeing strength-based services to participants and performing other duties as necessary to ensure that the program operates effectively and efficiently within the guidelines of the grant. The program will serve PROWD program participants of the FCI Memphis low-security facility and minimum-security satellite camp during and after incarceration in Residential Reentry Centers and the general community.

Qualifications:

- Bachelor's degree from an accredited institution of higher education, preferably in public administration, criminal justice, public health, psychology, or other related field; or the equivalent in work or lived experience
- Experience in supervising employees and grant administration
- An understanding of workforce and/or economic development preferred
- At least three years of experience in workforce development and/or reentry program operations and management preferred.
- Must possess and maintain a valid Tennessee driver's license and current auto insurance
- Must pass background/criminal history check with the US Department of Justice and Federal Bureau of Prisons
- Must be adaptable to changing programs, workforce needs, and areas of focus
- Candidates with lived experience in the justice system are strongly encouraged to apply

Responsibilities:

- Lead all grant activities to ensure requirements stated in the outcomes and goals are met
- Collaborate with grant partners to implement grant components and ensure participants are gaining needed training, education, and job readiness skills for success upon release
- Recruit and ensure training for Peer Support Specialists
- Recruit employers that will engage with Tennessee Department of Labor & Workforce Development to hire from training programs provided to participants through TN Board of Regents Facilities
- Supervise and support case management staff that will recruit and collaborate with partners and service providers to support participants throughout the program
- Assist in planning and implementation of quarterly coalition meetings to support and advocating for justice-involved citizens
- Track and provide the Tennessee Department of Labor & Workforce Development-TN Office of Reentry staff with participant data and other reporting as required



- Complete and submit monthly and quarterly reporting as required by Department of Labor and Bureau of Prisons
- Ensure all participant paperwork, credentials, and data are submitted to the Tennessee Department of Labor & Workforce Development-TN Office of Reentry
- Ensure program operations are compliant with grant requirements as well as federal and state regulations.
- Collaborate with statewide partners and employers to identify and eliminate barriers to employment for participants
- Collaborate with Memphis FCI and Memphis and Nashville RRC's to ensure recruitment goals are met
- Participate in PROWD Community of Practice to share best practices and coordinate with workforce system partners
- Maintain a working knowledge of processes within American Job Center network and how they contribute to outcomes and tracking
- Track and report on PROWD participants, including preparation and submission of grant reports
- Represent PROWD and the Greater Memphis Workforce Board in the community through community forums and public speaking opportunities
- Perform such other tasks and duties as assigned by the Greater Memphis Workforce Board

Required Skills:

- Must be able to work normal hours of 8:30 a.m. – 5:00 p.m., Monday through Friday; participation in morning and evening meetings/events is also required
- Occasional out-of-town travel is required
- Proficient in Microsoft Office Suite (Outlook, Excel, PowerPoint and Word)
- Highly creative in developing approaches to reach target audiences
- Strong public speaking skills
- Excellent verbal and written communications skills
- Ability to work collaboratively and independently
- Strong organizational and time management skills
- Ability to perform job function with minimal daily supervision
- Ability to perform all essential functions of this position with or without reasonable accommodation, including regular and predictable attendance, the ability to get along well with others, and represent PROWD and the Greater Memphis Workforce Board in a professional and positive manner

Accountability:

- Reports directly to the Executive Director of the Greater Memphis Workforce Development Board, with obligation to the TN Office of Reentry Director
- Maintains a high ethical standard in dealing with information of a confidential nature



- Works cooperatively and positively with all Greater Memphis Workforce Board staff members and Tennessee Department of Labor & Workforce Development-TN Office of Reentry colleagues to promote an environment of excellence and teamwork.

Salary: Commensurate with experience.

If interested in applying for the position, please send resume, cover letter, and 3 professional references to acovington@memphischamber.com by September 6, 2024.

