

Position Announcement

Employment, Training and Support Services Manager



Full time, salary range \$50,000 - \$52,000

Comprehensive benefits package including health insurance, retirement plan, paid time off, and more.

Position Overview

The Employment, Training and Support Services Manager leads CMC's efforts to support immigrants and other underserved populations in securing meaningful employment. This position supervises employment search assistance, job training initiatives (including Culinary Creations), and case management services. Additionally, the Coordinator will develop and implement new employment-related programming tailored to the needs of the immigrant community.

Key Responsibilities

1. Program Leadership and Development

- Supervise and enhance existing employment search assistance and job training programs.
- Develop new employment-related initiatives and training opportunities to address emerging community needs, particularly for immigrants.
- Collaborate with local employers and community organizations to identify job placement opportunities and establish partnerships.
- Organize job fairs, networking events, and skills workshops in partnership with local employers and organizations.

2. Employment Services and Case Management

- Oversee one-on-one career counseling to job seekers, including resume building, job search strategies, and interview preparation.
- Develop and oversee intake assessments to understand clients' skills, experiences, and goals, and develop personalized career plans.
- Provide case management, information and referral to connect clients with community resources (e.g., housing, childcare) to address barriers to employment.
- Use trauma-informed care approaches and demonstrate cultural sensitivity in all interactions with clients.

3. Workforce Development

- Oversee Culinary Creations Catering, a CMC food service job training program and social enterprise. Supervise program operations and development.
 - This program provides hands-on job training in a real-world kitchen setting, preparing nutritious school lunches. It equips participants, particularly immigrants,

with the skills and certifications needed to excel in commercial kitchen environments.

4. Volunteer Coordination and Outreach

- Coordinate and manage volunteers supporting employment-related programs.
- Represent CMC at community events, forums, and collaborative initiatives to expand outreach.

5. Documentation and Reporting

- Maintain accurate and up-to-date records of services provided, client progress and program outcomes.
- Prepare reports and program evaluations for internal review and grant applications.
- Document success stories to showcase program impact.

Qualifications

- Bachelor's degree in a related field (e.g., social work, human services, business administration) or equivalent experience.
- Minimum of 3 years experience in program management and staff supervision
- Experience working with immigrant populations, with a strong understanding of their unique needs and challenges.
- Fluency in Spanish or another second language commonly spoken in Dane County is strongly preferred.
- Strong interpersonal and communication skills, including trauma-informed care and compassionate listening.
- Proven ability to manage multiple programs, meet deadlines, and work collaboratively in a team-oriented environment.
- Proficiency in Microsoft Office Suite and/or Google Workspace and familiarity with database management.
- Knowledge of local resources, nonprofit organizations, and the job market in Dane County.

The Catholic Multicultural Center (CMC) is a community center and social services agency on Madison's south side dedicated to serving the diverse needs of our community, with a special focus on the various immigrant communities who have made this area home. We provide essential services, including a free meal program, food pantry, and English language classes, while also fostering personal growth through educational workshops and community-building events. At CMC, we strive to create a welcoming space where everyone feels valued and supported on their journey to a better life.

The Catholic Multicultural Center is an Equal Employment Opportunity/Affirmative Action employer.

How to Apply:

The CMC will be accepting applications for this position until February 28, 2025. Please send resume and cover letter to employment@cmcmadison.org