Job Posting

Title: Workforce Development Manager

Location: Seattle, Washington

Dept.: Employee and Community Services

Reports to: Computer and Technology Skills Supervisor

Status/Shift: Full-Time/M-F

Salary: $60,000 to $75,000

The Lighthouse for the Blind, Inc. transforms the lives of people who are blind, DeafBlind, and blind with other disabilities. Through employment opportunities, we are a catalyst for empowerment. We foster self-confidence and instill a life changing affirmation that independence is possible. From our expertise in cutting-edge technology to our understanding of mobility, we help people who are blind and DeafBlind live fulfilling lives.

We believe everyone, no matter their vision abilities, deserves to experience the power of employment. Our goal for each person we reach is to ignite a fire of determination that is centered on the reality that blindness doesn’t define who you are or how you choose to live.

Purpose:

The purpose of this position is to provide career guidance/development to support blind and DeafBlind employees working toward upward or outward mobility by creating and managing career development activities.

Responsibilities:

* Develop and oversee Workforce Development plans and activities
* Meet with Lighthouse employees to document career goals; assess readiness, and develop individualized plans; make referrals for additional services as needed
* Develop and implement curricula to enhance employment skills, such as resume workshops, use of LinkedIn and networking platforms, and computer and AT webinars
* Develop and implement curricula for general employee audiences and community audiences, using in person and virtual delivery models for employment related skill development and enhancement, including providing supports or training for blind employees to participate as presenters
* Coordinate and manage information and referral systems; refer employees to appropriate resources both internally and in the community
* Coordinate bi-monthly Community Resource presentations
* Develop and maintain partnerships with state and local organizations, employers, and service providers in order to connect blind and Deafblind employees with potential employers
* Coordinate with Employee and Community Services staff, and Human Resources staff to conduct effective outreach to Lighthouse employees and prospective employees for appropriate services coordination
* Maintain files, provide documentation, data collection, reports, and summaries as needed
* Maintain excellent communication with HR, Operations, Development, Marketing, and other ECS staff
* Develop annual budgets and work plans
* Other duties as assigned

Requirements:

* BA or BS in Rehab, Social Services or related field required
* 3 years in disability related field
* Mature judgment and sensitivity in interpersonal relations and among diverse groups
* Background in the area of housing is a plus
* Program management experience preferred
* Demonstrate an in-depth knowledge of blindness etiologies
* Demonstrate strong knowledge of assistive technologies
* Demonstrate an in-depth knowledge of employment issues
* Demonstrated ability to support others in learning to advocate for themselves; support others to succeed
* Ability to provide instruction to a broad range of stakeholders, including employees and board members
* Ability to partner with community organizations effectively
* Ability to problem solve effectively
* Creativity & flexibility; ability to change approach as needed
* Ability to take initiative, function autonomously, and be dependable.
* Ability to travel with notice
* Professional demeanor
* Ability to communicate effectively and enthusiastically about the programs and services we offer
* Willingness to learn about blindness resources nationally
* Demonstrated excellent organizational skills
* Excellent knowledge of resources in the local community
* Demonstrated excellent written and interpersonal communication skills
* Comprehensive knowledge of PC applications, including MS Office and Outlook
* Ability to work schedule as assigned

The Lighthouse for the Blind, Inc. is an equal opportunity employer and does not discriminate on the basis of age, sex, marital status, sexual orientation, gender identity, race, creed, color. National origin, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a dog guide or service animal by a person with a disability.

FEDERAL CONTRACTOR

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document forms upon hire.

To submit an application for this position or for more information about the Lighthouse for the Blind, Inc. please visit [www.lhblind.org/jobs](http://www.lhblind.org/jobs)