

# Employment and Training Director

Looking for someone who has experienced failure, but learned from the failure and pressed on. We need someone who knows what it takes to turn a loss into a win, and be willing to advocate for those who have not yet learned how to turn their lives around. Talbot House Ministries is looking for a dynamic individual to lead our Employment and Training Program called The Solution.

## Job Requirements:

- The successful candidate will be expected to:
- Lead their staff and fulfill the mission and vision of Talbot House Ministries;
- Advocate for our clients and individuals we serve through the Office of Vocational Rehabilitation:
- Form and maintain partnerships with business and industry; governmental entities; and others who will provide job/career opportunities;
- Have excellent communication skills, both written and verbal;
- Produce accurate and timely reports;
- Manage and develop budgets;
- Help clients to become job ready, and develop strategies to ensure longevity in the position;
- Be a strategic thinker;
- Manage grants and contracts; and,
- Work one-on-one and within teams.

In addition, the successful candidate must have a valid drivers license and good driving record, must be able to pass a Level 2 background check, and obtain Office of Vocational Rehabilitation certification.

Job Type: Full-time

Required education:

- Bachelor's

Required experience:

- Grants/contract management: 4 years
- Employment placement/social service: 4 years
- Management: 3 years

Apply to: [breddout@talbothouse.net](mailto:breddout@talbothouse.net). No phone calls please.