

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
College & Career Readiness Program Manager
Carroll County Workforce Development

An Equal Opportunity Employer

College & Career Readiness Program Manager – Carroll County Workforce Development (CCWD)

\$55,536 annually (\$26.70 hourly, Grade C11), 40 hours per week
Hours are typically Monday through Friday from 8:00 am – 5:00 pm

Apply by 5:00 pm on Thursday, September 21, 2023.

Carroll County Workforce Development is currently searching for a self-motivated leader to provide oversight to the new College and Career Readiness initiative.

The Career Readiness Program Manager is responsible for the successful implementation and delivery of Blueprint Pillar 3 services in cooperation with Carroll County Public Schools (CCPS), Carroll Community College, and other key partners. The position includes working with CCPS students grades 6-12 including, but not limited to, career readiness programs and initiatives, business liaison services, compliance/reporting, and data analysis. The program manager will directly supervise the Career Navigators and work closely with the CCWD assessment specialist.

An ideal candidate will have project management experience, good problem-solving skills, leadership skills, strong verbal and written communication skills, be proficient in MS Office; be able to use social media platforms to reach and connect with targeted audiences and will enjoy working cooperatively to launch this groundbreaking educational initiative.

Click [here](#) for the full job description

Qualifications:

1. Bachelor's degree in Human Resources Management, Project Management, Business, Marketing/Communications, Public Administration, or related field
2. Six years of experience in program management
3. Requires criminal background check as condition of employment
4. Valid driver's license
5. Global Career Development Facilitator (GCDF) or Certified Workforce Development Professional (CWDP) certification preferred

A comparable amount of training and experience may be substituted for the minimum qualifications

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details



How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Request an application by calling our office or sending an email to: careers@carrollcountymd.gov
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 8/31/2023
(24-025)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kristy L. Bixler, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.