



**Position:** Deputy Chief of Workplace Opportunities (WFO)  
**Location:** Hybrid: Remote, Bronx and Manhattan  
**Reports to:** Chief Executive Officer  
**Hours:** Full-time, 40 hours per week, some evenings /weekends

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### **About Jericho Project**

Jericho Project is a nationally acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment, and mental and physical health services. The 42-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness, and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 600 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

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### **About the Position**

Jericho Project is seeking a dynamic visionary and results-oriented workforce development leader to oversee its portfolio of Workforce Development and Benefits Services. The Deputy Chief of Workforce Opportunities (WfO) provides oversight to programs and services for families and individuals who are at risk of, or experiencing homelessness across four NYC boroughs. This growing portfolio of services assists over 700 veterans, young adults, families, refugees, and adult individuals develop marketable skills, secure and retain employment, access needed benefits, and maximize income from employment and benefits sources. Facilitated access to benefits, career counseling, job readiness, career exploration, employment placement and retention are among services provided to the residents of Jericho's Supportive Housing and Housing Access programs.

### **Responsibilities:**

- Provide leadership and oversee the development, planning, and implementation of Jericho's workforce development services.
- Develop performance metrics and goals for existing and new programs; oversee the integration of best practice program models and continuous improvement plans to maximize program quality and process efficiency.
- Hire, train, and manage the performance of staff through regular supervision, in-service trainings, staff meetings, performance evaluations, staff development, and other means.
- Directly supervise staff leading and managing the WfO supportive housing, housing access, and benefits services. This currently includes three direct reports and a department of 30 staff.
- Develop systems for tracking and monitoring all program deliverables through data driven performance management approaches.
- Manage all data collection and monitoring for governmental funding, private grants and internal performance management metrics.
- Manage compliance with all governmental contract and institutional funder guidelines for performance.

- Work with Jericho's Administrative offices on budget development and management, proposals and funding, IT systems, and HR matters.
- Manage provision of services to ensure quality and integration with other Jericho Project Programs and Services.
- Provide direction, motivation, training and support to program teams through suitable group and individual meetings.
- Collaborate with Jericho leadership and senior staff on the development, planning, implementation and evaluation of Jericho Project programs and services.
- Develop and manage collaborations with the city and state stakeholders and workforce development intermediaries and practitioners.
- Meet with community, vocational and educational institutions to establish referral linkages.
- Network with various social service organizations to work on specified goals to serve supportive housing residents and graduates.

**Requirements:**

- Master's Degree (in Rehabilitation Counseling or Social Work preferred).
- Will accept Master's degree in related Human Services field with suitable experience.
- Must have, at minimum, 5 years of leadership and supervisory experience in workforce development, serving individuals with special needs and barriers to employment.
- Experience and proven track record in successfully managing data driven performance metrics and strategic goals.
- Advanced organizational, technology, and communication skills required. Experience with AWARDS is a plus.

**Compensation:**

The salary range for this position is **\$100,000.00 to \$120,000.00 annualized**. Jericho Project offers a comprehensive benefits package. Employees are eligible for a merit increase annually. Merit increases are based on the employee's performance during the prior year.

**How to Apply:**

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department  
 Jericho Project  
 Job Code: **Deputy Chief of Workplace Opportunities (WFO)**  
 245 W. 29th Street, Suite 902  
 New York NY, 10001  
 Fax 646.624.2301  
[careers@jerichoproject.org](mailto:careers@jerichoproject.org)

**No Phone Calls Please.**

*Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. [www.jerichoproject.org](http://www.jerichoproject.org)*