



No Recruiters/Agencies and No phone calls

Director, Career Services

WiNGS is a non-profit agency supporting women and families in becoming strong mothers/parents, being financially secure and achieving career goals. Formerly known as the YWCA of Metropolitan Dallas, WiNGS serves nearly 2,000 individuals each year. If you want to make a lasting impact on the lives of families, WiNGS is a place for you.

The **Director, Career Services** serves as a member of our Economic Advancement team primarily supporting our three Financial Empowerment Centers (FEC) in South Dallas. This position will manage all aspects of Career Services including outreach, recruitment, service delivery and monitoring to ensure target populations can find and secure employment leading to financial stability. Candidates should also be proficient with technology to perform virtual services and meetings through a Zoom platform. **Evening and weekend hours may be required for this position. Local travel is required. Fluency in Spanish is strongly preferred.**

PRIMARY RESPONSIBILITIES:

- Develop and oversee the implementation of evidence-based services that equip clients to find and secure employment leading to financial stability.
- Foster and maintain relationships with employer and partner network to ensure adequate training and employment opportunities are available.
- Build and maintain knowledge of labor market trends and recommend responsive program changes.
- Hire/develop high performing staff who are held accountable for meeting KPIs.
- Create and support an inclusive culture aligned with core values. Develop an environment to motivate and inspire staff to work collaboratively toward vision and goals.
- Monitor program targets monthly; provide reports on performance data and outcomes for required reporting.
- Analyze data to inform the decision-making process for program modifications. Use Salesforce or assigned database to evaluate data.
- Represent WiNGS on external committees to create awareness and establish partner networks.
- Contribute collaboratively with the Economic Advancement team to achieve program goals.

ESSENTIAL QUALITIES & QUALIFICATIONS:

- Bachelor's degree in social work or related field preferred; minimum of 2-4 years prior experience leading career/workforce development programs for at-risk families.
- Minimum three years supervisory experience preferred.
- English/Spanish bilingual proficiency is strongly preferred.
- Non-profit experience preferred; Must possess cultural sensitivity to diverse populations.
- Commitment to WiNGS mission and values including an understanding of barriers faced by low-income families.
- Personal qualities of maturity, self-awareness, empathy, flexibility, cultural humility, and an exceptional capacity for team and community building.
- Must be able to work flexible schedule, including some nights and weekends.
- Must have reliable transportation for local travel; out-of-state travel may be required for training purposes.

WiNGS offers competitive compensation and comprehensive benefits, including medical, dental, vision, and life insurance, short- and long-term disability plans and retirement, as well as an environment where your professional growth and advancement are cultivated. WiNGS is an Equal Opportunity Employer.

HOW TO APPLY:

For immediate consideration, qualified candidates should submit a resume or application to jobs@wingsdallas.org.