



Man-Tra-Con Corporation is seeking candidates to fill the following position:

Job Title: WIOA Program Manager (SR-072825-01)

Location: Marion, Illinois

Salary: \$60,000 to \$65,000 per year, D.O.E.

ABOUT US

Man-Tra-Con Corporation is a nonprofit workforce development organization serving Local Workforce Area 25 in Southern Illinois (Franklin, Jackson, Jefferson, Perry, and Williamson Counties.) We partner with employers, educators, and community organizations to provide innovative solutions that support individuals and strengthen our regional workforce.

We're looking for a collaborative, experienced leader to join our team as WIOA Program Manager. In this role, you will oversee the implementation and performance of WIOA Title I Adult, Dislocated Worker, and Youth programs. You'll work directly with staff, partners, and stakeholders to ensure effective service delivery and compliance, while helping us meet and exceed our performance goals.

JOB SUMMARY

This full-time, non-exempt position oversees service delivery, ensures grant compliance, supervises staff, and drives performance outcomes through effective planning, data-informed decision-making, partnership development, and program innovation.

Key Responsibilities

- Supervise and support WIOA program coordinators and staff
- Oversee WIOA Adult, Dislocated Worker, and Youth program operations including ITAs, OJTs, and Work Experience
- Track, analyze, and predict performance outcomes using program data
- Develop, revise, and implement local policies and procedures
- Ensure grant compliance and fiscal coordination with internal departments
- Maintain and update the list of approved WIOA training programs
- Prepare reports for internal leadership and the Southern Illinois Workforce Development Board (SIWDB)
- Lead recruitment and retention strategies for participant enrollment
- Represent Man-Tra-Con at community events, job fairs, and workforce board meetings

ESSENTIAL FUNCTIONS

Staff Support

1. Supervise program staff including Adult/DW Coordinator, Youth Program Coordinator, and other designated personnel.
2. Provide leadership, training, coaching, and performance support to WIOA program staff.

3. Coordinate staff development opportunities in partnership with the EEO Officer and other managers.
4. Implement staff performance plans as necessary.
5. Ensure program staff are informed of federal, state, and local policy changes.
6. Promote a positive, team-oriented work environment through communication and accountability.

Program Support

1. Direct and monitor service delivery across WIOA Adult, Dislocated Workers, and Youth programs, including but not limited to: Individual Training Accounts (ITAs), On-the-Job Training (OJT), Work Experience, and supportive services.
2. Track, analyze, and predict performance outcomes using available data systems and reports to guide program improvement.
3. Develop and revise local policies and procedures to align with WIOA requirements.
4. Coordinate grant management functions in partnership with fiscal staff, including budget monitoring and approval expenditures.
5. Serve as IWDS Administrator and support oversight for other systems (e.g., IBIS, IEBS, IES) as applicable.
6. Ensure program compliance with all federal and state regulations, including confidentiality of Personally Identifiable Information (PII).
7. Maintain and update approved WIOA training programs.
8. Prepare and present programmatic report for internal leadership, the Southern Illinois Workforce Development Board (SIWDB), and other stakeholders.

Planning and Development

1. Research federal, state, and national workforce best practices to enhance service delivery.
2. Lead strategic planning initiatives for participant outreach, enrollment, and retention.
3. Participate in the development and submission of grant applications and special projects as needed.

Community Engagement

1. Represent Man-Tra-Con Corporation at community events, job fairs, and workforce board committee meetings.
2. Collaborate with community organizations, educational institutions, employers, and partner agencies to develop effective referral systems and coordinated service strategies.
3. Maintain awareness of labor market trends and employer needs to inform program offerings.

QUALIFICATIONS

Education & Training

A bachelor's degree is required along with a minimum of three (3) years of experience in program management and grant administration. In lieu of a degree, a combination of relevant college

coursework and at least five (5) years of experience in grant administration and program management will be considered.

Knowledge and Skills

1. Proven leadership, supervision, and coaching skills.
2. Ability to track and analyze performance metrics to make data-informed decisions.
3. Strong knowledge of WIOA regulations and workforce development practices.
4. Familiarity with state/federal data systems.
5. Excellent organizational and time management skills.
6. Strong verbal and written communication skills.

Technical Competencies

1. Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
2. Ability to manage data systems, databases, and generate performance reports.
3. Knowledge of desktop publishing and presentation software preferred.

Basic Skills

1. Active Listening
2. Critical Thinking
3. Public Speaking
4. Business Writing

Licenses and certifications

Valid driver's license and proper vehicle insurance.

OTHER

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, and printers.

Expected Hours of Work

This is a full-time position. Normal operating days and hours of work are Monday through Friday, 8:30am-4:30pm. Occasional weekends and evenings may occur.

Benefits

Benefits include paid time off, 401K, health, dental and vision insurance.

Travel

Travel within Local Workforce Area #25 will be required in addition to occasional travel outside the workforce area and immediate southern Illinois areas. Occasional overnight travel may be required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is usually quiet to moderate.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands and fingers to type or handle documents. The employee is occasionally required to stand, walk, sit, stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus. Must be able to travel and attend meetings as needed. Participation in offered training opportunities is encouraged.

WHY JOIN US?

At Man-Tra-Con, you'll work with a passionate team dedicated to making a real impact in our community. We offer a supportive work environment, professional development opportunities, and the chance to lead meaningful programs that change lives.

READY TO APPLY?

Submit your resume and cover letter to: TheresaSmith@mantracon.org

Position open until filled.

The statements contained in this job description reflect general duties as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of the responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods or otherwise to balance the workload. All duties of this position are to be performed while adhering to Management, Training and Consulting Corporation's policies and procedures. This document describes the position as it is currently. It is not an employment contract. Our corporation reserves the right to modify job duties or job descriptions at any time.

**Man-Tra-Con Corporation is a member of the American Job Center network,
and an Illinois workNet Center partner.**

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. © Copyright 2025 Man-Tra-Con Corporation.