



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

Job Title: Program Director (SR-102825-01)

Location: Marion, Illinois

Salary: \$70,000 to \$75,000 per year, commensurate with experience

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.

JOB SUMMARY

We're looking for a collaborative, experienced leader to join our team as Program Director. In this role, you will oversee and be responsible for all WIOA/TAA program operations of MAN-TRA-CON Corporation.

ESSENTIAL FUNCTIONS:

1. Responsible for all functions within the WIOA/TAA programs division of MAN-TRA-CON Corporation.
2. Oversees all aspects of WIOA/TAA Programs administered by MAN-TRA-CON Corporation.
3. Provides leadership for the WIOA/TAA programs division of MAN-TRA-CON Corporation.
4. Reports and provides information regarding program operations to Boards which oversee various functions of MAN-TRA-CON Corporation as directed by the Chief Executive Officer.
5. Serves as community leader for MAN-TRA-CON Corporation and serves on various boards/committees to promote our WIOA/TAA programs/services at the direction of the CEO.
6. Responsible for WIOA/TAA program planning.
7. Responsible for procurement and contracts relative to WIOA/TAA programs.
8. Approves and coordinates WIOA/TAA budgets with Fiscal Manager and directs and monitors expenditures of WIOA/TAA department funds.
9. Responsible for WIOA/TAA staff performance.
10. Serves as liaison and responsible reporting to Department of Commerce and Economic Opportunity (DCEO) at the direction of the Chief Executive Officer.

OTHER FUNCTIONS:

1. Participate in local, state, and national professional development opportunities offered by MAN-TRA-CON Corporation.
2. Coordinate monitoring of WIOA/TAA program visits with DCEO.
3. Coordinate Southern Illinois Workforce Development Board and Workforce Investment and Opportunities Act (WIOA) program planning committees.

QUALIFICATIONS:

Education & Training

1. Bachelor's Degree or some college and 5 years of experience in educational or workforce training field.

Knowledge

1. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
2. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Attention to Detail — Excellent organizational skills, excellent customer service skills, a calm, professional, friendly and patient manner.
4. Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
5. Desktop Computer Skills:
 - Spreadsheets — Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
 - Presentations — Using a computer application to create, manipulate, edit, and show virtual slide presentations.
 - Internet — Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
 - Navigation — Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
 - Word Processing — Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.
 - Databases — Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.

Basic Skills

1. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Speaking — Talking to others to convey information effectively.
4. Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Licenses and certifications

Valid driver's license and proper vehicle insurance.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Expected Hours of Work

Full-time position. Normal hours are Monday through Friday, 8:30am-4:30pm. A flexible work schedule is required to meet the demands of the position. Long and irregular work hours including evening and weekend hours may be required.

Travel

Must be able to travel and attend local, state, and national meetings utilizing various modes of public transportation as needed.

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
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