

# Job Description



Job Title: Youth Program & Special Projects Manager		Department: Administration	
Reports to: Chief Executive Officer		Date: November 2025	
Job Code:	Type of position:	FLSA:	Position Details:
Approved By: Ashley Sellers, CEO	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input type="checkbox"/> Individual Contributor <input checked="" type="checkbox"/> Supervisor/Manager (direct reports)

## JOB SUMMARY

The Youth Program & Special Projects Manager serves as COWIB’s subject matter expert on Workforce Innovation and Opportunity Act (WIOA) Youth Programs, which support young adults ages 14–24 in achieving their education and employment goals. The primary responsibility of this role is to develop, implement, and refine innovative program approaches that strengthen youth services throughout the Central Oklahoma Workforce Innovation Board (COWIB) Area.

The Manager conducts ongoing evaluations of youth programs and regularly monitors youth case files to ensure quality, effectiveness, and compliance with WIOA requirements. This position provides key staff support to the Youth Partnership Coalition by fostering member engagement, promoting evidence-based practices, and advancing initiatives that positively impact youth in the region. In collaboration with COWIB leadership and staff, the Manager also establishes and maintains a monitoring schedule and provides oversight of contracted youth service providers as required under WIOA.

In addition to youth program oversight, the Youth Program & Special Projects Manager leads several specialized initiatives. This includes managing the Department of Rehabilitation Services (DRS) BEST summer program—where COWIB serves as employer of record—and overseeing the DRS Pre-Employment Transition Services (Pre-ETS) program. The Manager also supervises Work Skills Trainers supporting these initiatives.

At all times, the Youth Program & Special Projects Manager represents COWIB with professionalism and is accountable for the strategic implementation of Board youth program policies, directives, and service provider operating plans.

## RESPONSIBILITIES

- Develops, coordinates, and implements youth programs designated by COWIB to enhance service quality and outcomes for area youth.
- Leads and supports the COWIB Youth Partnership Coalition, helping shape strategic initiatives and ensuring youth service policies align with Board-approved procedures.
- Provides technical assistance and guidance to WIOA youth service providers to ensure high-quality, compliant service delivery.
- Builds and strengthens outreach partnerships with community-based organizations, system partners, and youth service providers across the COWIB region.
- Facilitates connections among educators, youth-focused organizations, and employers to expand career and employment opportunities for youth.
- Develops, updates, and maintains youth-focused materials highlighting current career pathways, education options, and work opportunities.
- Works with workforce partners and WIOA vendors to coordinate educational and technical assistance for employers, schools, and community organizations regarding youth workforce programs.
- Participates in planning and execution of job fairs, trade shows, and community events in coordination with the COWIB team.
- Supports and collaborates on trainings and seminars delivered to employers, schools, and WIOA youth service providers.
- Works with Business Services staff to ensure COWIB’s social media presence includes relevant, youth-specific content.
- Implements the annual youth monitoring plan and maintains required documentation and reports in compliance with WIOA and state guidelines.

- Evaluates and monitors Youth Work Experience (WEX) and On-the-Job Training (OJT) placements to ensure quality and compliance.
- Assists in developing, updating, and implementing youth program policies.
- Tracks youth program performance outcomes and provides oversight of contracted youth services as required under WIOA.
- Contributes to COWIB's mission by taking ownership of assignments, offering solutions, and seeking opportunities to enhance program effectiveness.
- Performs other duties as assigned.

### **BEST Program Responsibilities**

- Attends BEST program onboarding meetings for prospective participants.
- Reviews and approves potential worksite locations for suitability.
- Manages timesheet collection, review, and invoicing processes.

### **Pre-ETS Program Responsibilities**

- Supervises Work Skills Trainers (WSTs) and ensures all activities meet DRS contract performance expectations.
- Provides training to WSTs on allowable activities and program requirements outlined in the DRS contract.

## **REQUIREMENTS**

- Knowledge of Central Oklahoma workforce initiatives, including WIOA, the Oklahoma Department of Rehabilitation Services, Oklahoma Employment Security Commission, DOL/ETA guidance, and the Governor's Council on Workforce and Economic Development.
- Operational understanding of WIOA rules and regulations, OMB circulars, OESC directives, and all applicable state and federal laws governing youth workforce programs.
- Ability to interpret, implement, and ensure compliance with WIOA and COWIB policies, procedures, and program requirements.
- Strong understanding of the role of compliance and monitoring in ensuring successful program outcomes.
- Effective written and verbal communication skills with the ability to work collaboratively with coworkers, the Youth Partnership Coalition, One-Stop Operators, WIOA vendors, educational institutions, employers, and community partners.
- Demonstrated supervisory skills, including the ability to train, guide, motivate, and evaluate staff while establishing clear performance expectations.
- Ability to build consensus, influence others, and maintain strong working relationships across diverse stakeholder groups.
- Culturally aware and sensitive to professional ethics, diversity, and the needs of individuals with disabilities; able to serve the public with professionalism, diplomacy, and respect.
- Self-directed, organized, and able to manage multiple priorities in a fast-paced and high-demand environment.
- Strong analytical skills with the ability to compile, interpret, and present data and program information in written and oral formats.
- Ability to read, analyze, and apply governmental regulations, technical documents, business publications, and professional literature.
- Proficiency in MS Office applications and ability to learn and apply emerging technologies to effectively engage at-risk youth and improve program delivery.
- Experience with tracking and reporting program activities, compliance outcomes, and youth service delivery metrics.
- Bilingual skills highly desired, preferably Spanish.

## **EDUCATION & WORK EXPERIENCE**

- Bachelor's Degree in Business, Public Administration, Social Work or a related field. (Preferred, but not required)

- Minimum three (3) years demonstrated experience in an Executive Youth Services Program and daily operational support to a nonprofit or private sector Board of Directors and/or Executive Team.
- Experience preferred in working with the public workforce development system and employment services programs with the Workforce Innovation and Opportunity Act (WIOA).

**ADDITIONAL CERTIFICATIONS AND/OR LICENSES**

- Valid Oklahoma Drivers' License

**WORK LOCATION**

- Oklahoma City

**PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

While performing duties of this job employee will travel often off site during the course of conducting business, will be exposed to driving varying distances within the COWIB Area, in all road and weather conditions. Off-site meetings often include walking tours of industry and business locations; not all sites may be wheelchair accessible; essential functions of the job require the employee to frequently sit and stand. Must have manual dexterity and vision necessary to perform essential functions. May be required to lift and carry up to 25 pounds. Communication and presentation responsibilities and activities require the ability to hear and speak. The noise level and smoking environment will be dependent upon customer business and culture. COWIB offices are a nonsmoking area.

Primarily works in an office environment; off-site work characteristics described herein are representative of those an employee encounters while performing the essential functions of the job.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet 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 requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so, too, may the essential functions of this position.

*COWIB is an Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities. Central Oklahoma Workforce Innovation Board's Workforce Innovation and Opportunity Act Title I program is 100 percent funded by the U.S. Department of Labor through awards totaling \$4,057,723.78 for PY2025.*

I acknowledge that I have read and understand this job description.

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Employee Signature

\_\_\_\_\_  
Date