

Northern Area Local Workforce Development Board
ADMINISTRATIVE OFFICE

525 Camino De Los Marquez, Suite 250 (Physical)
1000 Cordova Place, PMB 810
Santa Fe, NM 87505
(505) 986-0363
www.northernboard.org



JOB ADVERTISEMENT

Job Title: Program & Policy Monitor
Salary Range: \$47,000 - \$58,000 Annual Salary

The Northern Area Local Workforce Development Board (NALWDB) is the primary oversight entity of the Title I Workforce and Innovation Opportunities Act (WIOA) and its related system-wide services including the operation of the NM Workforce Connection Centers throughout the ten (10) counties that comprise the Northern area of New Mexico.

The NALWDB is currently hiring a Program Monitor, located in Santa Fe New Mexico. This full-time position will conduct both general and specific monitoring activities of the NALWDB's grant sub-recipients, in accordance with the Workforce Innovation and Opportunities Act (WIOA) and other federal and state regulations.

Duties shall include:

- Performance monitoring and reporting for grant sub-recipients
- Off site and on-site desk review of grant sub-recipient programs and records
- All local administrative functions to assist with oversight of the Workforce Connection Online System (WCOS) participant data and reports
- Assist the Operations Manager and Program Specialist with maintenance of the eligible training provider list
- Provide key technical support to grant sub-recipient field staff in WCOS entry, case management, and policy guidance
- Training staff to adhere to Policies and Procedures and provide technical assistance of front-line staff
- Other duties as assigned by the Program Manager and Executive Director

The ideal candidate must possess a bachelor's degree, or a combination of equivalent education and experience. The successful candidate will demonstrate:

- Strong analytical skills
- Strong organizational skills
- Solid time management skills
- Substantial communication skills
- Ability to identify needs and steps for project completion
- Experience with on-line Database and/or management information systems
- Problem solving
- Task completion
- Experience with Microsoft Office, specifically Microsoft Excel
- Office and Clerical skills
- Proofreading and Writing Skills

The individual must possess a strong work ethic, ability to work with individuals in a fast-paced environment and be willing and able to travel.

Interested applicants may submit their resume, including education and salary requirements to info@nalwdb.org or apply online through the NM Department of Workforce Connections at jobs.state.nm.us.

