

**Operation ABLE, Inc.**  
**CAREER OPPORTUNITY**  
**Senior Community Service Employment Program\* Team**



**TITLE:** AREA PROGRAM MANAGER

**REPORTS TO:** NEW HAMPSHIRE REGIONAL MANAGER

**HOURS:** Full Time at 28 hours per week / 4 weekdays

**COMPENSATION:** \$27.47 / hour with benefits; health, dental, vision, 403B, paid leave time

**HOME OFFICE:** Concord NH with weekly trips to Manchester NH. Initial onboarding and training will occur in Manchester.

**ORGANIZATION:** Operation ABLE, Inc. a 501c(3) organization, is the only workforce development organization in the region that targets its services to meet the needs of mature workers 55 and older. The agency's mission includes providing employment and training opportunities to job seekers of all ages.

**OPERATION ABLE's SCSEP PROGRAM\*:** The Senior Community Services Employment Program (SCSEP) is a training program that sets up unique partnerships between disadvantaged older jobseekers and local nonprofits or government agencies. SCSEP is funded by the Department of Labor and the State of New Hampshire\*. Participants gain current work experience and enhance their job skills & resumes while giving 20 hours/week of service at interesting nonprofit sites. They receive a training stipend equal to the state minimum wage for the hours they do, and use support from Operation ABLE as they continue to look for a job.

**Goal:** The Area Program Manager (APM) will enroll and support participants to use the program effectively and gain employment, primarily in Belknap, Merrimack and Rockingham Counties.

**Job Responsibilities:**

- Intake and eligibility screening; individual case work with participants to set employment goals and fulfill enrollment and participation requirements
- Identify community service sites (host agencies) where each participant will perform a training assignment
- Provide efficient and accurate documentation; maintain ongoing contact with participants, their supervisors and host agencies
- Problem solve and train as needed to ensure timesheets and payroll documentation are accurate
- Represent Operation ABLE; build a network of employers, human service organizations, employment and career education programs; learn about opportunities and open doors for participants
- Vocational counseling and job development services; provide timely and informed assistance toward participants' success in their training assignments and job search
- Regular outreach that includes posting flyers, holding information sessions and identifying partners who will refer to the program

**Look Forward To:** Smart & funny colleagues, 403B is matched after a year, health coverage and paid leave time; economic justice mission; room to learn, grow & initiate!

**Qualifications:** 3 years or more work experience in project management and supervision. Preferred: familiarity with the state's workforce development system and employment services; experience as a case manager, employment specialist, job developer or human resources generalist.

**Operation ABLE, Inc.**  
**CAREER OPPORTUNITY**  
**Senior Community Service Employment Program\* Team**



**Education:** 3-5 years of relevant experience or a 4-year college degree.

**Requirements:**

- Demonstrated ability to build ongoing working relationships with diverse constituents, team members and business partners; a professional & collaborative manner
- Have or quickly acquire competence in the following areas: interviewing and assessment, career counseling & development, case management, job search and job placement.
- Understanding of and sensitivity to mature (55 years+) job seekers who may have multiple employment barriers.
- Frequent travel in the region and valid driver's license, or other approved means of frequent travel.
- Proficiency online & with Microsoft Word and Excel

The ideal candidate will enjoy work and be motivated by the opportunity to help people act on their strengths to achieve economic empowerment. They are mature, enthusiastic, juggle tasks & responsibilities well and possess excellent writing and communication skills.

**Operation ABLE, Inc.** will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. Operation ABLE, Inc. welcomes applications from individuals with disabilities and will provide reasonable accommodation for interviews and for services upon request.

**Please send a resume and cover letter to:**

KRISTIN GORRIE  
KGorrie@operationable.net  
Operation ABLE of Greater Boston, Inc.  
228 Maple Street, Suite 300, Manchester NH 03103  
Phone: 603-206-4407

\*SCSEP is funded by the US Department of Labor as an award of \$5,907,536 including a NH Bureau of Economic Affairs sub-grant and \$590,530 in non-federal support with \$0 state and local government funds  
Operation ABLE SCSEP is an equal opportunity program. Auxiliary aids and services are available upon request to individuals with disabilities; Video relay calls welcome.