

JOB POSTING – SITE MANAGER (Kalamazoo/St. Joseph Counties)

POSITION SUMMARY

The W.E. Upjohn Institute for Employment Research is seeking an experienced Site Manager to provide guidance and oversight of workforce development programs within Michigan Works! Southwest Service Centers. This position ensures programs are implemented effectively, services are delivered consistently, and federal and state performance goals are met. The Site Manager also monitors compliance with established policies and procedures while supervising, training, and supporting the development of staff.

This position offers the opportunity to work primarily from the Michigan Works! Southwest Service Center located in Kalamazoo, MI. Candidates should be comfortable with travel to St. Joseph County an average of twice per week, as well as occasional travel to other sites within the four-county service area of Branch, Calhoun, Kalamazoo, and St. Joseph counties.

KEY RESPONSIBILITIES

- Coordinate services with Michigan Works! service partners and community resource providers to support consistent service delivery across counties.
- Plan, develop, coordinate, and oversee required programs while ensuring deadlines are met in accordance with management expectations and applicable policies.
- Review, understand, and implement federal, state, and local requirements, including ongoing policy review and program coordination.
- Monitor program evaluation data and troubleshoot service delivery issues to help ensure daily programming operates smoothly.
- Manage the Career Services team, including staff supervision, performance management, and professional development.

POSITION REQUIREMENTS

- Bachelor's degree plus two years of related progressive professional experience required. Five or more years of professional experience is also accepted in lieu of a degree.
- Experience in case management and policy review, along with knowledge of local community partners.
- Demonstrated ability in managing time, prioritizing tasks, and maintaining confidentiality.

WAGES & BENEFITS

This position offers a salary of \$65,000. The Institute offers a generous benefit package, including health, dental and vision insurance, short-term extended medical leave, long-term disability, parental leave, and a retirement plan.

WHO WE ARE

Michigan Works! Southwest strives to build connections between job seekers looking to grow their careers and employers seeking quality candidates with the necessary job skills. This is accomplished by staying abreast of employment trends and maintaining critical relationships with community partners to ensure connections are made between employers, educators, trainers, and employees. Learn more at our website: <https://www.michiganworkssouthwest.org/>

Michigan Works! Southwest is within the **Center for Workforce Innovation and Solutions**, a division of the **Upjohn Institute**, and is committed to pioneering best practices in workforce development through program development, operation, and evaluation, striving to ensure successful outcomes for job seekers, employers, and communities.

All applicants and participants of the Michigan Works! Southwest Workforce Development Programs will be provided equal opportunity to participate in and benefit from all programs, activities, and services without regard to race, color, religion, national origin, age, sex, height, weight, marital status, disability, arrest record, or political affiliation or belief, or citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or other non-merit factors.

Since 1932, the **Upjohn Institute** has functioned as one of the world's leading independent, non-partisan, and non-profit labor economics research organizations, seeking to research the causes and effects of unemployment and to devise ways and means of alleviating hardships caused by unemployment.

The Upjohn Institute is an Equal Opportunity Employer and as such, is committed to achieve a goal of equality in the treatment of employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, marital status, age height, weight, national origin, veteran or disability status in hiring, promotion, training and development, compensation, transfer, termination, disciplinary action, and all other personnel actions and Institute related functions and activities.

HOW TO APPLY

Submit resume and letter of interest to hr@upjohn.org.