

Alaska Department of Labor
and Workforce Development

NOW HIRING

Salary: \$2,341.50
biweekly

Employment Services Manager 1 (PCN 21-3035)

The Employment Services Manager 1 (Job Center Manager) is responsible for the delivery of employment and training services under the Workforce Innovation and Opportunity Act (WIOA) in Sitka, to include all planning, organizing and scheduling for the office.

The Sitka Job Center is a one-person office, and the Job Center Manager is an essential part of the Southeast Regional Leadership Team, working collaboratively to serve Alaskan job seekers and employers all over the state.

This position provides a variety of services to employers (recruitment and job posting assistance, resume/application screening, etc.) and job seekers (resume writing, interviewing skills, cover letter assistance, job search assistance, labor market research, career exploration, eligibility, case management services and more).

MORE INFO: Melinda Otieno
(907) 465-2987
melinda.otieno@alaska.gov

APPLY VIA
WORKPLACE ALASKA:
[governmentjobs.com/careers/alaska/jobs/4615555/employment-services-manager-1-pcn-21-3035](https://www.governmentjobs.com/careers/alaska/jobs/4615555/employment-services-manager-1-pcn-21-3035)

Recruitment ends at
5 p.m. Aug. 19, 2024



ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Alaska's Employment Services program is 100% funded by the U.S. Department of Labor through an award of \$7,365,091

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