

Programs Coordinator - Windows to Work Coach

Workforce Development Board of South Central Wisconsin (WDBSCW) – Madison, WI

Full-time | Monday–Friday

Help People Build New Futures

The Workforce Development Board of South Central Wisconsin (WDBSCW) is seeking a compassionate, organized and motivated Programs Coordinator to join our Windows to Work team. In this role, you'll provide career coaching, employment services and case management to justice-involved individuals as they prepare for release from incarceration and successfully transition back into the community.

This position is employed by WDBSCW and works in partnership with the Wisconsin Department of Corrections through the Windows to Work program. The program helps justice-involved individuals prepare for employment before release and continue building successful careers after returning to the community.

As a Windows to Work Coach, you'll provide career coaching, employment services and case management to individuals both before and after release from incarceration. Your work will include time spent inside Oakhill Correctional Institution preparing participants for reentry, as well as time working in the community to help participants obtain and retain meaningful employment.

If you believe employment creates opportunity, strengthens communities and transforms lives, we'd love to hear from you!

What You'll Do

- Provide employment-focused case management and career coaching to justice-involved individuals.
- Meet with participants inside Oakhill Correctional Institution Job Lab and in community settings after release.
- Develop individualized employment and career plans that support successful reentry.
- Deliver job readiness services, including resume development, interviewing, workplace readiness and job search assistance.
- Connect participants with education, occupational training, apprenticeships, supportive services and community resources.
- Build partnerships with employers committed to second-chance hiring and identify employment opportunities for participants.
- Coordinate services with correctional staff, probation and parole agents, employers and community organizations.
- Monitor participant progress and provide ongoing coaching to support employment retention and career advancement.

- Maintain accurate documentation and participant records using workforce and case management systems.

Every day, you'll help someone take the next step toward rebuilding their life through meaningful employment. If you're passionate about workforce development, second chances, and creating opportunities for others, we'd love to hear from you!

Qualifications / Transferable Skills

- Experience in case management, workforce development, career coaching, social services, corrections, reentry services, education, or a related field
- Ability to work effectively with diverse populations and individuals facing multiple barriers to employment
- Knowledge of employment readiness strategies, career development, and workforce systems
- Strong organizational, documentation, time management, and problem-solving skills.
- Ability to manage multiple priorities while maintaining accuracy and attention to detail.
- Experience using databases, case management systems, and Microsoft Office applications.
- Understanding of community resources and supportive service systems.
- Associate degree and relevant experience required (Bachelor's degree or additional related experience preferred).
- Valid driver's license and reliable transportation (regional travel required for Post-Release role)

Benefits

- \$46,000 – \$48,000 annually
- Full time, 40 hours per week
- Health Insurance - Employer pays 90% health premium
- Dental and Vision Insurance (single and family) – 95% employer paid
- Life Insurance, Accidental Death & Dismemberment Insurance
- 401(k) with employer match - employer contribution 6% with additional 4% match
- Supportive, team-oriented culture
- Professional growth opportunities in the nonprofit workforce development field

Primary office in Madison, WI | Travel to Oakhill Correctional Center and within 6-county region

Apply Today

Submit a current résumé and cover letter by email to careers@wdbscw.org or direct mail to the address below:

Workforce Development Board of South Central Wisconsin
3513 Anderson Street, Suite 104
Madison, WI 53704-2607

Website: www.wdbscw.org/careers