
Employment Services Director	
Location	Rockville, MD
Job Type	In-person, with some flexibility for remote workdays
Department	Employment Services
Hours	Full-time, 40 hours/week
Salary	\$65-\$75,000
Benefits	401(k), health, dental, and vision insurance, health savings account (HSA), life insurance, and paid time off
Deadline	Position open until filled

JOB OVERVIEW

The Employment Services Director provides leadership and oversight for TransCen's employment services program. The role supervises employment consultants, ensures high-quality services for job seekers with disabilities, and strengthens partnerships with employers and community organizations. This position supports TransCen's mission by advancing person-centered and customized employment practices that lead to meaningful, competitive employment outcomes.

ABOUT US

TransCen is a mission-driven organization dedicated to expanding inclusive employment opportunities for people with disabilities. This role provides the opportunity to shape impactful programs, mentor a talented team, and contribute to a national leader in disability employment innovation.

KEY RESPONSIBILITIES

- Lead day-to-day operations of TransCen's employment services program
- Supervise and mentor employment consultants and support staff
- Maintain a small caseload of job seekers
- Conduct job development activities and build relationships with local employers
- Support job coaching and work-based learning experiences
- Ensure person-centered and customized employment practices
- Manage program goals, reporting, and budget in collaboration with leadership

- Develop partnerships with schools, vocational rehabilitation, and community organizations
- Support outreach, marketing, and program growth initiatives

QUALIFICATIONS

- Bachelor's or master's degree in special education, rehabilitation counseling, social work, business or related field
- Experience in disability employment services, transition services, or workforce development
- Experience with customized employment, job development, or supported employment preferred
- Strong leadership, collaboration, and communication skills
- Valid driver's license and reliable transportation

HOW TO APPLY

Interested candidates should send a resume and cover letter to jfuller@transcen.org. Applications will be reviewed on a rolling basis until the position is filled.

TransCen, Inc. is an equal opportunity employer committed to inclusion and advancing employment opportunities for individuals with disabilities.