



METRO NORTH WORKFORCE BOARD

186 Alewife Brook Parkway, #216
Cambridge, MA 02138
617.864.1500

Full Time Job Posting

Job Title: Program Manager

The MassHire Metro North Workforce Board (MNWB) is a public-private partnership whose mission is to enable area residents to gain skills that will maximize their economic self-sufficiency and to provide employers with the workforce they need to effectively compete in the changing world economy. The MNWB is located in Cambridge, MA. To learn more, visit www.MassHireMetroNorth.org.

POSITION SUMMARY:

The Program Manager reports to the Director of Workforce Development Operations and is responsible for administering and managing workforce development partnerships, grants, and initiatives. The Program Manager develops relationships and partnerships with key stakeholders; conducts data analysis, research, and evaluation to support workforce development efforts in priority industries; tracks performance measures and runs reports to ensure successful grant performance; acts as a technical resource to workforce partners and other staff; and works with the Director of Workforce Development Operations to carry-out the MNWB's role in chartering and monitoring the region's One-Stop Career Centers and the MNWB's activities relating to the U.S. Department of Labor's Workforce Innovation and Opportunity Act (WIOA).

PRIMARY RESPONSIBILITIES AND DUTIES:

- Manage assigned workforce development projects. Duties may include grants management; contracts management; data collection and reporting; performance monitoring; engage and manage partner organizations (employers, training providers/community colleges, career centers, community-based organizations); prepare materials, facilitate meetings and provide staff support to project partners, including preparing meeting summaries.
- Work with Director of Workforce Development Operations to carry-out the MNWB's role in chartering and monitoring the region's One-Stop Career Centers. Duties may include data analysis and reporting; documenting and tracking performance measures and outcomes; administering state and federal grants; staffing MNWB committees; annual monitoring of the Career Centers; ensuring compliance with state and federal regulations; serve as a resource on WIOA and other federal/state laws that govern the MNWB's work
- Identify key workforce development issues and opportunities, and research creative approaches/best practices within workforce development nationally and locally, but also across disciplines, with a goal of potentially testing and implementing innovative solutions to workforce development problems.
- Work closely and effectively with funding sources and with Metro North employers, career centers, education/training providers, community-based organizations, and other stakeholders as appropriate; convene meetings as necessary to encourage on-going engagement and communication among partners.

- Prepare labor market information/reports upon request; prepare performance reports on assigned initiatives for a variety of audiences; prepare narrative reports for funding sources, as necessary.
- On an on-going basis, assess the success of grants/initiatives through various evaluation methods; conduct focus groups and on-line surveys for various purposes.
- Participate in grant writing and other fundraising efforts.
- Participate in the development of, and carry-out, procurements conducted by MNWB.
- Organize conferences, workshops, and events; work with staff on public relations efforts, including website news items.
- The ability to travel, mostly within state.

REQUIREMENTS:

Education/Experience: Combination of education and experience demonstrating sufficient competency to fulfill position duties and responsibilities. Workforce development project management and partnership building experience required. Experience in research, data analysis, and reporting required. Bachelor's degree strongly preferred.

Skills/Qualities: Creative, forward-thinking, problem-solver with relationship-building skills as well as expert technical/analytical skills, including evaluation and reporting. Excellent communication skills, both written and oral required. Strong interpersonal skills and ability to take initiative required. Experience analyzing and working with data, using it to answer questions and support policy and programmatic decisions. Skills with reporting software, e.g., Access and/or Crystal Reports, required.

Salary and benefits: Starting salary commensurate with experience. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) plan, holiday, sick and vacation time.

To Apply: Send resume and cover letter outlining your experience and interest to hr@MassHireMetroNorth.org. No telephone calls please. Open until filled.

MassHire Metro North Workforce Board is an Equal Opportunity Employer.