



Metro North Regional Employment Board

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Metro North Regional Employment Board **Full Time Job Posting**

Job Title: Program Manager

The Metro North Regional Employment Board (REB) 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 Metro North REB is located in Cambridge, MA. To learn more, visit www.mnreb.org.

POSITION SUMMARY:

The Program Manager is responsible for administering, managing, and developing 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; develops and monitors service plans to ensure successful grant performance; acts as a technical resource to workforce partners and other staff; and assists in or leads efforts to identify and build career pathway tools corresponding to priority industries.

PRIMARY RESPONSIBILITIES AND DUTIES:

- Manage assigned workforce development projects. Duties 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.

Projects include, but are not limited to:

- Encore Boston Harbor gaming workforce development project
 - Northeast Advanced Manufacturing Consortium (NAMC)
 - Retail incumbent worker training project
- 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.
 - Conduct supporting research, develop and write grant proposals in response to state and federal Requests for Proposals/SGAs; identify and apply for foundation grants to support REB initiatives/industry partnership activities.
 - Develop programmatic plans and budgets to support grant submissions; implement, manage, and track program and budgetary performance of successful submissions.

Serving as the Workforce Development Board for the communities of: Arlington, Belmont, Burlington, Cambridge, Chelsea, Everett, Malden, Medford, Melrose, North Reading, Reading, Revere, Somerville, Stoneham, Wakefield, Watertown, Wilmington, Winchester, Winthrop, and Woburn.



- 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.
- Participate in policy development at the REB committee level; identify policy needs and ensure compliance with state and federal regulations; staff at least one standing committee of the REB; convene meetings as necessary; prepare materials; prepare notes summarizing meetings.
- Manage/coordinate assigned grants/programs/initiatives; work effectively with funding sources, advocating for policies supportive of the REB's initiatives/strategic plan; attend statewide meetings and participate in workgroups as appropriate.
- 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.
- 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 and evaluation, grant writing and resource development 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, a plus.

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@mnreb.org. No telephone calls please. Position posted 6/8/18. Open until filled.

Metro North Regional Employment Board is an Equal Opportunity Employer.