# COMMONWEALTH CORPORATION

2 Oliver Street, 5th Floor

Boston, MA 02109

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| **Position Title**: | Senior Program Manager – Workforce Training Fund |
| **Reports To**: | Director, Workforce Training Fund |
| **Grade**: | 4, Manager / Sr. Professional |
| **Annual Salary Range:** | $70,000 - $80,000 |

***Who We Are:*** [Commonwealth Corporation](http://commcorp.org/) is a quasi-public workforce development agency that strengthens the skills of Massachusetts youth and adults by investing in innovative partnerships with industry, education and workforce organizations.  Our primary goals are:

* To build regional industry training partnerships that prepare youth and unemployed workers for jobs in demand that lead to higher rates of employment;
* To upgrade the skills of workers to meet specific employer skill demands leading to more productive and competitive businesses, job growth, retention, upgrades and wage gains; and
* To increase the share of youth engaged in education and employment pathways preparing them for post-secondary education and careers.

Commonwealth Corporation works with hundreds of Massachusetts companies, thousands of new and experienced workers, and thousands of youth and young adults each year.

Among other activities, we:

* Administer the Workforce Training Fund, a trust that awards $20 million in incumbent worker training grants to companies annually;
* Administer YouthWorks, Massachusetts’ subsidized youth employment program;
* Coordinate education and workforce activities for the state’s juvenile justice system;
* Implement and sell Signal Success, our soft skills and employability curriculum;
* Operate Governor Charlie Baker’s Commission on Digital Innovation and Lifelong Learning, a new, high profile effort to extend education and training to many more people in Massachusetts.

***Program:*** Among the programs administered by Commonwealth Corporation is the Workforce Training Fund Program. The mission of the Workforce Training Fund is to provide Massachusetts businesses with the resources to invest in their workforce and improve employee skills, and to maintain the economic strength and viability of the Commonwealth’s businesses. For more information about the Workforce Training Fund, please visit: <http://workforcetrainingfund.org/>

***Equal Employment Opportunity:*** Commonwealth Corporation is committed to building a culturally diverse workforce. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

***Position Description:*** This job posting describes a full-time, professional position, based in downtown Boston. The Sr. Program Manager will work closely with the WTFP Director in a leadership role across grant programs and provide guidance and support WTFP team members, the businesses they serve, and other key stakeholders.

***Responsibilities May Include:***

1. Using salesforce.com and other technology: collect, organize and analyze program data in order to continually develop more efficient, impactful, and customer-friendly processes.
2. Manage special projects/activities as assigned, which may include, application review, systems development, refining business process procedures, marketing/outreach campaigns, strategic planning, technical assistance to applicants and other key stakeholders, board meeting support, data analysis, development of operational / program performance data dashboard.
3. Oversee and maintain relationships with businesses with WTFP grants, including grantees with complex and delicate customer relations challenges or special needs:
   1. Guide new grantees through orientation / contracting processes, and periodically visit project sites to ensure effective start-up and implementation.
   2. Monitor grantees’ submission of activity reports and invoices, as well as monitoring compliance with all grant obligations.
   3. Provide guidance to grantees about grant obligations, requests to modify contracts and program policies and practices.
4. Assist in collecting and sharing of tools, strategies, trends, and ideas from the field with other stakeholders, with a particular focus on needs in industries with significant levels of employment in Massachusetts.
5. Routinely lead and participate-in working groups to apply Lean / Continuous Process Improvement concepts and tools to program processes.
6. Represent CommCorp in meetings and networking events with businesses and other partners in the workforce development system.

**Desired Knowledge, Skills, and Abilities Include:**

1. Proactive mindset and approach: able to think several steps ahead, manage complex projects, anticipate grantee and program needs, make data-driven decisions, coordinate multiple time-sensitive priorities, and suggest improvements to existing processes.
2. Business acumen sufficient to perceive the dimensions of business issues, understand implications for involved parties, and engage in cooperative value-creation.
3. Business Analyst aptitude: Ability to identify, analyze and define business process needs and work with technical experts / vendors in order to drive systems development.
4. Working knowledge of salesforce.com or other relational databases and ability to further develop salesforce expertise.
5. Marketing or customer relations management experience.
6. Experience supervising others and/or leading team is helpful.

**Minimum Qualifications**

1. Bachelor’s Degree required; MBA, MPA, or equivalent desired.
2. Highly skilled in engaging and building relationships with stakeholders, including private employers, public partners, training providers, program staff and colleagues.
3. Microsoft Excel proficiency is required. Candidates who are not proficient with Microsoft Excel will not be considered.
4. 5+ years of relevant professional experience with progressive growth in responsibilities
5. Excellent oral and written communication skills.
6. Valid Massachusetts’s driver’s license and access to a reliable car to be used for in-state travel are required. Mileage reimbursement provided.

***Commonwealth Corporation offers a generous and very competitive benefits packaging, including:***

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| * Health insurance (83% employer / 17% employee) * HRA (Employer pays first 75% of participant deductible expenses) * Dental insurance (80% employer / 20% employee) * Vision Insurance * 12 paid holidays * 3 weeks accrued paid vacation per year * Generous paid sick time | * Short-Term, Long-Term and AD&D Insurance * Life Insurance up to $250,000 * Employer funded pension plan * Voluntary employee retirement plan options * Pre-tax parking and commuter benefits (debit card) * Health Flexible Spending Account (debit card) * Dependent Care Assistance Program (debit card) |

Candidates that meet all of the minimum qualifications may apply by sending a resume and cover letter to: [HrApplicant@commcorp.org](mailto:HrApplicant@commcorp.org)

**Commonwealth Corporation is an Equal Opportunity Employer**