

COMMONWEALTH CORPORATION

2 Oliver Street, 5th Floor
Boston, MA 02109

Position Title:	Program Manager – Workforce Competitiveness Trust Fund
Reports To:	Associate Director
Classification:	Professional (Level 3)
Salary Range:	\$55,000 - \$65,000

Who We Are: [Commonwealth Corporation](#) 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.

What We Do: 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.

How We Do It: The Workforce Competitiveness Trust Fund (WCTF) is one of Commonwealth Corporation's signature initiatives. Since 2007, the WCTF has funded more than 60 partnerships through capacity building and strategic investments in demand-driven programs designed by industry sector partnerships that train and place unemployed and underemployed workers. The WCTF serves Massachusetts residents who are ready to engage in programming and would benefit from targeted support to succeed in employment and to advance along a career pathway.

Commonwealth Corporation administers this state-funded initiative on behalf of the Executive Office of Labor and Workforce Development. For more information about the Workforce Competitiveness Trust Fund, please visit:

<http://commcorp.org/programs/workforce-competitiveness-trust-fund-wctf/>

Why We Are Looking to Grow: Our team, through the [WCTF and related initiatives](#), is engaged in a number of statewide initiatives that aim to improve economic mobility and financial security for individuals and families across the Commonwealth. We believe in pursuing comprehensive solutions to address the needs of employers and employees simultaneously. Further, we are committed to building a culturally diverse workforce where talent is valued and team members are supported along their professional journeys. 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.

Is This the Right Role for You: This job posting describes a full-time, professional position based in downtown Boston. Reporting to the Associate Director, the Program Manager (PM) will provide oversight, support, and technical assistance to grant-funded workforce development programs across the Commonwealth. The PM will be responsible for building relationships with assigned grantees, overseeing their progress and, in consultation with team members, designing solutions to ensure their success.

The Program Manager is a member of the Sector Strategies team. The Sector Strategies team supports the development of partnerships throughout Massachusetts between business, education, workforce development and community leaders who focus on fulfilling the promise of critical industry sectors such as Health Care, Manufacturing, and IT.

Job Duties and Responsibilities Include:

- Oversee a portfolio of statewide partnerships and provide technical assistance as needed.
- Coordinate with team members to manage grant procurement processes, including writing Requests for Proposals (RFPs), forming proposal review and selection committee, and communicating award announcements.
- Lead new grantees through contract negotiations and periodically visit program sites to ensure effective start-up and implementation.
- Monitor grant agreements and budgets and ensure compliance with data entry and reporting requirements.
- Plan and facilitate quarterly convenings of grantees to disseminate resources and share best practices.
- Use grant management systems to organize, analyze, and report on program deliverables and expenditures.
- Participate in special project teams and represent Commonwealth Corporation in meetings and networking events with key stakeholders such as community leaders, policymakers, and elected officials.

Desired Knowledge, Skills, and Abilities Include:

- Proactive mindset and approach: able to work independently to meet deadlines, manage complex projects, anticipate grantee and program needs, make data-informed decisions, coordinate multiple time-sensitive priorities, suggest practical improvements to existing processes, and exercise good judgment and ethical conduct.
- Knowledge of and applied experience with workforce development programming including, but not limited to, partnership creation, program design, and implementation strategies.
- Highly skilled in leveraging oral, written and interpersonal communication skills to build relationships with varied groups such as partners, service providers, and colleagues (knowledge of languages other than English is a plus).
- Broad knowledge of adult learning theory and approaches to training delivery.
- Passion for addressing issues of social justice and educational equity.
- Applied knowledge of managing databases (experience with Salesforce / CRM or Apricot is a plus).
- Applied knowledge of facilitating via webinar platforms (experience with ClickMeeting, WebEx or Zoom is a plus).
- Demonstrated interest in pursuing professional development to improve own skill set.

Minimum Qualifications Required:

- Bachelor's Degree preferred, or Associate's Degree with additional relevant work experience.
- Three years of experience in a public or nonprofit setting such as workforce development partnerships, education and training programs, or public administration, including program development and grants management.
- Proficiency with Microsoft Office Suite (e.g. Excel, Outlook, PowerPoint, Word).
- Access to reliable transportation for in-state travel.

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

- 3 weeks accrued paid vacation per year
- 12 paid holidays & additional paid sick/personal time
- Health insurance (83% employer / 17% employee)
- HRA (Employer pays first 75% of deductible expenses)
- Dental insurance (80% employer / 20% employee)
- Vision Insurance
- Employer-funded pension plan of 13.2% of salary
- Voluntary employee retirement plan options
- Pre-tax parking and commuter benefits (debit card)
- Health & Dependent Care FSA's (debit card)
- Short-Term, Long-Term and AD&D Insurance
- Life Insurance up to \$250,000

Candidates that meet all the minimum qualifications may apply by sending a resume and cover letter to: HrApplicant@commcorp.org. Please put "WCTF Program Manager" in the subject line.

***Applications will be reviewed on a rolling basis until the position is filled.
Commonwealth Corporation is an Equal Opportunity Employer.***