# COMMONWEALTH CORPORATION

2 Oliver Street, 5th Floor

Boston, MA 02109

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| **Position Title**: | **Program Manager – Sector Strategies** |
| **Reports To**: | Director |
| **Classification**: | Professional (Level 3) |
| **Estimated Starting Salary:** | $55,000 |

***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.

***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 Competitiveness Trust Fund ([WCTF](http://commcorp.org/programs/workforce-competitiveness-trust-fund-wctf/)), which invests in demand-driven programs designed by industry sector partnerships that train and place unemployed and underemployed job seekers;
* Administer the Workforce Training Fund ([WTFP](http://workforcetrainingfund.org/)), a trust that awards $20 million in incumbent worker training grants to companies annually;
* Administer YouthWorks, Massachusetts’ subsidized youth employment program;
* Implement and sell Signal Success, our soft skills and employability curriculum;
* Coordinate education and workforce activities for the state’s juvenile justice system;

# *Equal Employment Opportunity:* Commonwealth Corporation is committed to building a culturally diverse workforce where talent with varied backgrounds 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.

# *Why We Are Looking to Grow:* The Sector Strategies team is engaged in several statewide initiatives that aim to improve economic mobility and financial security for individuals and families across the Commonwealth. Since 2007, through initiatives such as the WCTF and Learn to Earn, Commonwealth Corporation has funded nearly $40 million in programming to serve 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. We believe in pursuing comprehensive solutions to address the needs of employers and employees simultaneously.

# In partnership with the Governor’s Workforce Skills Cabinet (consisting of the Executive Office of Labor and Workforce Development, Executive Office of Education, and Executive Office of Housing and Economic Development), we are launching the Career Technical Initiative (CTI). CTI seeks to address the persistent demand in construction/trades and manufacturing by transforming vocational high schools into Career Technical Institutes, running three shifts per day to expand enrollment of high school students and adults. The funding and technical assistance we provide will support the delivery of adult training, credentialing, and placement services. We are looking for an additional team member to support grant management activities to support our team’s portfolio of sector strategy programs, including to staff this multi-million-dollar initiative and help our team implement a performance-based payment system.

# *Is This the Right Role for You:* This job posting describes a full-time, professional position based in downtown Boston (currently remote work only until further notice in summer 2021). Reporting to the 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 including but not limited to Health Care, Manufacturing, and IT.

### *Job Duties and Responsibilities Include:*

* Oversee a statewide portfolio of workforce 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.
* Use grant management systems to organize, analyze, and report on program deliverables and expenditures.
* Plan and facilitate quarterly convenings of grantees to disseminate resources and share best practices.
* 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 and commitment to 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 Zoom or MS Teams is a plus).
* Demonstrated interest in pursuing professional development to improve own skillset.

***Minimum Qualifications:***

* B.A. degree preferred, or A.A. 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).
* Bilingual in Spanish is a plus.
* Access to reliable transportation for in-state travel (once safe).

***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 deductible expenses) * Dental insurance (80% employer / 20% employee) * Vision Insurance * 3 weeks accrued paid vacation per year * 12 paid holidays & additional paid sick/personal time | * Employer-funded pension plan * 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**](mailto:HrApplicant@commcorp.org)***. Please put “Sector Strategies Program Manager” in the subject line. We aim to respond to all interested applicants but cannot guarantee a review for applications missing a resume and/or cover letter.***

***Applications will be reviewed on a rolling basis until the position is filled.***

***Commonwealth Corporation is an Equal Opportunity Employer.***