**Program Coordinator**

**Full-time**: 35 hours/week; Flexible & part-time consideration for right candidate.
Reports to: Berkshire Workforce Board Executive Director & Manager of Industry Relations
MassHire offers a competitive wage & compensation package.

Seeking a highly motivated, team-oriented individual to help implement industry sector training programs that develop a pipeline of future workers and to expand the career ladders within the manufacturing, healthcare, and hospitality sectors. Position requires experience managing grants; working with employers, training providers, and school systems; thorough knowledge of the Berkshire County community; and the ability to work independently, with good time management skills.

## Key Responsibilities

### Workforce Training & Program Coordination

- Assist in planning, implementing, and coordinating industry training programs in healthcare, manufacturing, hospitality, and other priority sectors.
- Coordinate training schedules, participant enrollment, program logistics, and communication with training providers and community partners.
- Support the administration of grant-funded programs, including budget tracking, reporting, documentation, and compliance requirements.
- Monitor program progress, maintain accurate records, and assist in evaluating outcomes and identifying opportunities for improvement.
- Collaborate with educational institutions, training providers, and community organizations to expand access to workforce training opportunities.

### Employer Engagement & Industry Partnerships

- Develop and maintain positive working relationships with regional employers, educational institutions, and community partners.
- Conduct employer outreach, participate in business visits, and attend industry meetings to better understand regional workforce needs.
- Assist in organizing industry advisory committees, employer roundtables, and other collaborative meetings.
- Connect employers with workforce resources, training opportunities, prospective employees, and career pathway initiatives.
- Support the development of strategies that address regional recruitment, retention, and workforce training challenges.

### Community Outreach & Collaboration

- Assist in developing and implementing outreach strategies to promote workforce training programs and career opportunities.
- Create informational materials, presentations, and communications for employers, participants, and community partners.

- Participate in regional meetings, events, and collaborative initiatives representing MassHire Berkshire Workforce Board.
- Maintain communication with program partners and stakeholders to ensure successful implementation of workforce initiatives.

**Program Development & Organizational Support**
- Assist in identifying emerging workforce needs and opportunities for new training initiatives.
- Support grant development, funding research, and preparation of program proposals.
- Contribute ideas and recommendations to strengthen existing programs and improve service delivery.
- Work collaboratively with organizational leadership on special projects and regional workforce priorities.
- Perform other related duties as assigned.

**Qualifications**
We are looking for someone who demonstrates:
- Strong interpersonal, communication, and relationship-building skills.
- Excellent organizational skills and the ability to manage multiple projects and deadlines.
- Initiative, creativity, adaptability, and a willingness to learn.
- The ability to work independently while contributing to a collaborative team environment.
- Strong written communication skills and attention to detail.
- Proficiency with Microsoft Office applications, including Word, Excel, and Outlook.
- An interest in workforce development, business engagement, education, or community and economic development.

**Education & Experience**
- Associate's Degree required, Bachelor's Degree preferred; equivalent combinations of education and relevant professional experience will be considered.
- Experience in program coordination, administration, customer service, business operations, education, or community engagement is beneficial.
- Experience with grant administration, employer engagement, or workforce development is preferred but not required.
- Familiarity with Berkshire County businesses, organizations, and community resources is a plus.

MassHire is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. MassHire makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Please email resume and cover letter to: Office@masshireberkshire.com. Position will remain posted until filled. Immediate availability. Posted 10/29/2026.