

## **Industry Manager Job Description**

Reports to: Berkshire Workforce Board Executive Director:  
Competitive Salary for FTE 35 hours/week with generous compensation package; Flexible & part-time consideration for right candidate.

**Industry coordinator.** 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 vendors, and school systems; thorough knowledge of the Berkshire County community; and the ability to work independently, with good time management skills.

**Industry Advisory Committees**– Position would convene Healthcare, Manufacturing, and STEM Advisory Committees annually to help identify retention and recruitment strategies, funding strategies, and training opportunities.

**Employer Engagement** – Position would conduct on-site employer visits, employer roundtables, and other venues to gather labor market needs from companies and to relay relevant workforce information to community partners. Establish an employer engagement strategy to connect companies with potential job seekers, interns, and career pathway development.

Purpose: This position will be responsible for the coordination of relevant training grants for the Berkshire region. The grant will link students and un/underemployed residents with opportunities in the healthcare, manufacturing, hospitality and/or STEM industry; it will advance the skill level of current entry level employees; and it will help to develop a solid career ladder that will be sustained after the duration of the grant.

***Basic Function:*** Provides administrative and program management and oversight for relevant training grant(s); assures that funds are properly and legally disbursed; oversees implementation of all proposed training programs; assures compliance with all federal and state laws and regulations governing the distribution of grant funds and the provision of services to clients through proposal development and review, recordkeeping, reporting, and technical assistance. This position requires an innovative and highly motivated person who is able to work independently as well as part of a team. The position will receive high visibility from the local and statewide education/training community.

***Illustrative Duties:***

1. Develops implementation schedule for training programs and assists with selection of trainers and training vendors in conjunction with project partners; coordinates logistics of service delivery; assists with development of quality assurance systems and customer satisfaction mechanisms; assures appropriate staffing and staff training.
2. Assists with participant outreach including development of outreach plan; builds relationships with educational institutions and community-based organizations to establish a referral network; develops, coordinates and implements public relations and media outreach efforts including creation and distribution of marketing materials, press releases and public information sessions.

3. Verifies participant enrollments and services delivery according to plan and budget; prepares monthly/quarterly summary data; issues follow-up notices to trainers and vendors as needed; performs on-going budget and program review in accordance with program timeline and planned milestones.
4. Provides on-going performance oversight of trainers, vendors and programs; identifies program events that require grant modifications; provides any additional documentation; finalizes modified program as needed.
5. Responds to requests from various stakeholders for project updates, summaries, narratives and other reports; provides timely and accurate material covering issues identified.
6. Acts as liaison among project partners including BWB, business partners, educational institutions, vendors, and MassHire Career Center; convenes and moderates regular meetings of project partners to insure timely dissemination of project information; facilitates communication among project partners.
7. Assures timely and accurate compilation of participant records; develops appropriate data collection methods and formats; tracks participant outcomes according to program goals; gathers "lessons learned" and prepares interim and final reports on program results; ensures appropriate corrective actions are identified and taken to resolve any issues that arise.
8. Maintains communication with funding authority and assures that all program and administrative policies accurately describe obligations and requirements according to guidelines and regulations issued by funding authority.
9. Attends meetings and performs work as assigned by the funding source(s) and BWB.
10. Completes other work as assigned.

#### **Knowledge, Skills, and Abilities**

1. Knowledge of systems and processes required to develop and deliver skills-based training programs; evaluation methodologies, quality control, and quality improvement.
2. Knowledge of general practices of grants management and service contracting.
3. General knowledge of grants budgeting and expense reporting.
4. Ability to develop written analytic reports.
5. Ability to develop collegial working relationships with a variety of stakeholders.
6. Ability to analyze complex material and manage within structured systems.
7. Ability to use standard computer software applications, including spreadsheet applications, to produce reports and correspondence.
8. Ability to create and use structured plans.
9. Demonstrated skill in interpersonal communications.
10. Ability to effectively manage multiple tasks simultaneously and work independently with minimal supervision.

#### **Minimum Qualifications**

Associate's Degree required, Bachelor's Degree preferred. Experience in the private sector and/or industry preferred. At least 2 year's experience as a program manager with grants management and development; supervisory and fiscal management experience required; must have excellent written and oral communication skills and the ability to communicate effectively with a variety of clients and colleagues; advanced degree in business, finance or a related discipline a plus.

This positions requires an innovative and highly motivated person who is able to work independently and as part of a team. The position will receive high visibility form the local and statewide education/training community. This is a grant funded position operational through to June 30, 2024 with a possibility of extending into future years pending availability of funding, consistent service delivery and program performance.

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: [Training@MassHireBerkshire.com](mailto:Training@MassHireBerkshire.com). Position will remain posted until filled. Immediate availability. Posted 1/18/2023.