



Position: **Project Manager – *Be Mass Competitive Workforce Partnership***

Job Description:

Be Mass Competitive is an initiative between the Massachusetts Association of Community Colleges (MACC) and the Massachusetts Competitive Partnership (MACP). MACC works on behalf of the 15 community colleges in Massachusetts, serving more than 136,000 students across the Commonwealth. MACC is an association whose sole purpose is to support and enhance the well-being of community colleges across the state in service to students, communities, and the Commonwealth. The Massachusetts Competitive Partnership is a non-profit coalition of chief executive officers of some of the Commonwealth's largest businesses. MACP's goal is to promote job growth and competitiveness in Massachusetts. In March 2021, MACP announced the launch of a workforce development initiative with the intention to increase employment opportunities in Massachusetts for communities of color.

Through the *Be Mass Competitive* program, employment opportunities will be offered at some of the largest employers in Massachusetts to students completing high-quality short-term training courses at Massachusetts Community Colleges. These programs will be centered around four initial skillsets: analytics; sales; customer service; and professional and administrative. The program will be administered by the MACC in coordination with general community colleges and MACP employer partners. The initiative is currently in its first phase and training is primarily provided by Bunker Hill Community College and Roxbury Community College to participating students. As the initiative expands, the project manager will coordinate expansion among additional college partners.

The *Be Mass Competitive* Project Manager will provide centralized leadership for the pilot program, serve as the single-point-of-contact for MACP employer partners, and coordinate all logistics of the program with partnering community colleges. This position is grant funded through this partnership.

Primary Duties and Responsibilities:

- Convene and facilitate ongoing partnership meetings and activities (Community College providers, prospective students, employer representatives, other stakeholders, etc.)
- Develop and align strategies to inform internal and external partners and stakeholders of *Be Mass Competitive* partnership activities, goals, and outcomes.
- Host project meetings regularly with relevant stakeholders.
- Coordinate the necessary tasks as part of the partnership, including:
 - Working with community college training leads on recruitment of students through strategic outreach, career fairs, and other activities.
 - Provide information to community college training leads on curriculum development and program specifics based on MACP employer needs.

- Working with MACP employers on all aspects of the program, including logistics for interviews with candidates, rankings of potential participants, matching and internship coordination, and general questions.
- Meeting with the program participants to discuss roles and personal goals.
- Other duties as assigned.
Provide regular reports on program activities and outcomes to the MACC Executive Director.
- This position will require travel to various community colleges and employer locations across the state.
- This position may work remotely.

Commitment to Equity:

- Demonstrate a sincere commitment to fostering a diverse, equitable, and inclusive community, a willingness to engage in personal learning within the office, the ability to engage in honest conversations regarding issues and policies within the community colleges and MACC office.
- Support MACC’s commitment to being anti-racist; embracing a community free of bias and inequality.
- Prioritize equity and assist the MACC and its colleges in reaching goals related to improving outcomes for persons of color.

Supervision Received:

The Project Manager will report to the MACC Executive Director while the project is being fully developed.

Qualifications:

- Bachelor’s Degree required.
- Minimum of 3 years of administrative experience in planning, implementation and oversight of large partnerships or initiatives, preferably at a training provider or educational institution.
- Demonstrated skill in complex program management including organizing meetings, workshops and group process facilitation is required.
- Excellent oral and written communication skills.
- Knowledge of workforce development and/ or community college systems and procedures.
- Demonstrated experience leading or assisting complex partnerships.
- A hands-on style will be needed to achieve the goals and fulfill the responsibilities of this position.

Salary:

Salary commensurate with experience and education.

Benefits:

This full-time, Commonwealth of Massachusetts position is classified as a Non-Unit Professional and includes a complete benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

Application Instructions:

Please send one PDF document with a cover letter highlighting your qualifications and interest in the position and a complete resume to careers@macc.mass.edu with **Be Mass Competitive Project Manager** in the subject line. This position is open until filled.

The Massachusetts Association of Community Colleges is an Affirmative Action/Equal Opportunity Employer. We are committed to a diverse, multicultural, multi-ethnic work environment. Women, people of color, persons with disabilities and others are strongly encouraged to apply. **For more information and about MACC, visit:** <https://masscc.org/>