Position: Community College Education and Training Funds (ETF) Program Manager

Job Description:
Education and Training Funds have been allocated to support high-demand workforce training programs at the 15 community colleges in Massachusetts; the CCETF Program Manager will provide centralized oversight and coordination of these funds and serve as a single point of contact to the Colleges. The program is administered jointly by the Massachusetts Association of Community Colleges and the Executive Office of Education in consultation with the Executive Office of Labor and Workforce Development and Regional Workforce Investment Boards. The program will support the creation and expansion of training programs at community colleges for high-demand industries, identified by regional labor market blueprints; those industries may include, but are not limited to, healthcare, education, manufacturing, information technology, and cybersecurity. This position is grant funded through 2024 and is subject to state appropriation.

Primary Duties and Responsibilities:

- Convene and facilitate partnership meetings and activities (community college providers, WSC industry “market makers” and MassHire Career Navigators, other stakeholders, etc.) This may include establishing planning teams for specific regional sectors.
- Support partnerships seeking to uplift populations who have traditionally experienced higher rates of unemployment and barriers to employment, including populations emphasized by the Black Advisory Commission and the Latino Advisory Commission (BAC and LAC)
- Develop and align strategies to inform internal and external partners and stakeholders of Workforce Funds activities, goals, and outcomes.
- Provide regular reports on program activities and outcomes to the MACC Workforce Development Director.
- Collect individual college data requirements and responsibilities for consortium quarterly monitoring and annual reporting.
- Confirm target occupations and update the Credit for Prior Learning (CPL) landscape among all 15 community colleges.
- Identify strategies to increase awareness of the CPL to a large cross-section of constituencies including UI claimants and other potential training program candidates.
- Other duties as assigned.
- This position may 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 Fund Program Manager will report to the MACC Director of Workforce Development.

Qualifications:
• Bachelor’s degree required. You may substitute an Associate’s Degree combined with at least 5 years of related experience.
• Demonstrated knowledge and experience with workforce training and development programs preferably in a community college setting.
• Minimum of three 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 fund/grant management including data collection, organization of data, and group process facilitation is required.
• Excellent oral and written communication and math skills are required.
• A hands-on style will be needed to achieve the goals and fulfill the responsibilities of this position.

Salary:
Anticipated salary range is 65,000-80,000, 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:
Candidates for employment should be aware that all Community College students, faculty, and staff are required to be fully vaccinated. Accordingly, initial employment is dependent upon receipt and verification of full vaccination status records; details of how to fulfill vaccine record verification requirements will be provided during the hire and onboarding process. MACC does not provide employment-based visa sponsorship. All offers of employment are based on appropriate U.S. work authorization.

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 Community College Education and Training Funds (ETF) Program 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/