

## **JOB OPPORTUNITIES TASK FORCE**

Mission of the Job Opportunities Task Force (JOTF): To develop and advocate policies and programs to increase the skills, job opportunities, and incomes of low-skill, low-wage workers and job seekers in Maryland.

### **Program Manager - Job Description**

The Program Manager (PM) will oversee JOTF's program activities including our JumpStart pre-apprenticeship in the building trades. The PM will manage all phases of the operations and serve as JOTF's liaison with direct service providers, the organizations conducting training, employers, and funders. The PM will track performance and recommend modifications if necessary.

The PM will also play a key role in new program development when appropriate and establish key linkages with the private and nonprofit sector to advance JOTF's mission. These relationships will form the basis of JOTF's sector-based strategy to create employment opportunities. The PM will also gather information from employers regarding workforce development issues, generate support for JOTF policy proposals, and communicate JOTF's challenges and achievements to private sector partners. The PM will report directly to the Executive Director or to his designee.

#### **Requirements:**

- Strong knowledge of workforce issues, with emphasis on meeting the employment-related challenges of low-skill men and women, and on meeting the workforce needs of employers;
- Ability to work both independently and as part of a team;
- Strong leadership skills;
- Comfortable with quantitative analysis and able to present program performance and provide data reports;
- Ability to write and speak clearly and concisely on a variety of issues and topics and for various audiences;
- Good interpersonal skills – comfortable talking to high level decision-makers and ability to relate effectively with diverse populations;
- Ability to analyze problems and propose policy solutions;
- At least three years' experience in workforce development, public policy, economic development, or related fields.
- Experience managing and implementing a workforce development initiative or related project preferred;
- B.A. degree;

#### **Responsibilities:**

- Manage Jumpstart
- Develop new sector-based strategies that help low-skilled workers access jobs and/or training.
- Assist in development of training and technical assistance to workforce development agencies.
- Communicate JOTF mission, strategy and achievements;
- Contribute to the organization's newsletter, marketing campaign, and media strategy as needed;
- Staff Board committees as needed; and
- Other duties as assigned.