

The position of **Senior Project Manager** is part of Worksystems' Community Investments team and reports as assigned.

**Purpose:** The Senior Project Manager will plan, develop, coordinate, manage and evaluate workforce development programs and training activities delivered through contractual agreements between Worksystems and community providers.

**Essential Functions:** (Performs functions that may include, but are not limited to, the following.)

- Design, develop and implement workforce development programs, policies and procedures.
- Develop and manage contracts and budgets.
- Communicate program/project objectives to a broad range of stakeholders and convene community and industry partners to achieve desired outcomes.
- Manage relationships with key stakeholders including community colleges, community-based organizations and industry partners.
- Provide technical assistance to contractors to ensure required performance outcomes are met, monitor budgets, analyze training participant data and develop quarterly reports.
- Interpret, communicate and implement complex policy and regulatory guidelines and requirements.
- Evaluate performance data to identify program strengths and weaknesses and make improvements as necessary.
- Identify and pursue workforce development and training resources.
- Monitor and evaluate contracts to ensure legal, fiscal and program requirements are met.
- Responsible for program expertise relative to assigned target population(s) or industry sector(s).
- Lead or participate in procurement process to evaluate and select the most qualified contractors.
- Conduct research and analysis of labor market information, demographic trends and community needs to continuously improve the workforce development system.
- Represent Worksystems on external committees including regional chambers of commerce, economic development, state workgroups, regional business associations and other relevant organizations.
- Prepare narrative reports or presentations for diverse audiences regarding workforce programs, initiatives and outcomes.
- Work proactively and cooperatively with business, workforce, economic, and community-based organizations to continuously improve the workforce development system.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree in a related field preferred, will consider substantial work experience in lieu of Bachelors degree.
- Five years of experience in planning and overseeing projects directly related to workforce development, economic development, human services, program administration, and/or community development.
- Experience in program design, implementation and evaluation methods and techniques.
- Experience developing, negotiating and managing contracts.
- Experience developing and managing budgets.
- Experience administering complex projects while meeting high expectations for performance outcomes.

- Have strong written communication skills and ability to speak comfortably and dynamically in public forums.
- Ability to travel locally, regionally or nationally to attend seminars, conferences and meetings.
- Demonstrated ability to:
  - Manage multiple programs and projects simultaneously;
  - Identify, evaluate and resolve complex problems and recommend solutions;
  - Show good judgment in selecting the appropriate methods and procedures for accomplishing project assignments;
  - Work collaboratively with people from diverse backgrounds;
  - Prepare and make presentations;
  - Establish and meet deadlines in a fast paced environment;
  - Work independently and as a team player;
  - Show attention to detail with excellent organizational skills;
  - Perform research, evaluations and analysis;
  - Show computer literacy and familiarity with Microsoft Office software and programs.

Status: Exempt

Pay Grade: E5