



METRO NORTH WORKFORCE BOARD

186 Alewife Brook Parkway, #216
Cambridge, MA 02138
508-658-3528

JOB POSTING

Manager of Workforce Systems

5/25/2022

WHO WE ARE:

The MassHire Metro North Workforce Board (MNWB) is a 501 (c)(3) nonprofit organization whose mission is to develop partnerships, generate resources, and advocate for workforce solutions that result in a skilled workforce, prospering businesses, and equitable access to meaningful career pathways and quality employment for residents. MNWB is one of 16 local Workforce Development Boards established in Massachusetts covering 20 cities and towns north of Boston. The functions of MNWB include the following:

- Addressing business' workforce needs through strategic partnership building
- Coordinating local workforce activities with economic development strategies
- Developing industry-specific consortia focusing on strategic planning and implementation
- Establishing workforce development policy for the region
- Chartering career center operators and overseeing career centers
- Matching the needs of businesses for skilled employees with training opportunities in the area
- Assessing the effectiveness of the local workforce system
- Administering federal Workforce Innovation and Opportunity Act (WIOA) funds for the region
- Manage and implement youth programs including WIOA Youth, Connecting Activities, and YouthWorks

For more information, please visit <https://masshiremetronorth.org>

JOB TITLE: Manager of Workforce Systems

POSITION SUMMARY:

Reporting to the Senior Director of Workforce Systems, the Manager of Workforce Systems is responsible for managing the planning and workforce systems functions of the workforce board in compliance with applicable federal and state laws, contract stipulations and grant requirements, and in accordance with established MNWB policies and procedures. This includes providing oversight and administration of WIOA Youth Programs and to the One-Stop Career Centers (OSCC) related functions, procedures, and operations. This includes lead contact for school/nonprofit partners, program element oversight, and grant administration; collection and review of eligibility documents, database entry and management across multiple platforms for a variety of grants; develop and maintain partnerships with Metro North Region training providers, nonprofits, schools, and other community partners.



PRIMARY RESPONSIBILITIES AND DUTIES:

- In Partnership with the other members of the Workforce Systems Team, conduct MNWB's oversight of the One-Stop Career Centers (OSCC) and the WIOA Youth Program Providers related to the U.S. Department of Labor's Workforce Innovation and Opportunity Act (WIOA) including grants management, development of annual contract, contract implementation, reporting, development and oversight of fund allocation, tracking, and project/program close-out process. This also includes MOSES database management and management of WIOA Youth program providers.
- Ensure all WIOA programming is providing accurate data (both to the board and entered in the MOSES database) in compliance with local, state and federal regulations
- Support in the development of the annual plan, WIOA allocations, and any other associated documents to be submitted to the state, working closely with the Senior Director of Workforce Systems.
- Oversee the performance of WIOA Youth Program Providers and support in the oversight of the OSCC's performance in meeting both local performance goals and WIOA performance goals.
- Ensure that the WIOA Individual Training Account (ITA) systems are compliant with local and state policy.
- Manage the monitoring of the Youth Program Providers and support in annual reviews of OSCCs operations to ensure compliance with MNWB Policies and Procedures and WIOA Regulations through site visits and file review.
- Stay current with all Federal and State performance and regulatory requirements and provide technical assistance and training to service providers to ensure compliance.
- Collect intakes and assessment interviews from providers and review for accuracy and data entry in MOSES database
- Utilize the information technology system (MOSES) which tracks all levels of customer activity for meeting performance standards for program evaluation and reporting.
- Attend statewide meetings and participate in workgroups as deemed necessary by the Senior Director of Workforce Systems.
- Perform MNWB administrative duties and assume other tasks and responsibilities as the Senior Director of Workforce Systems may assign.

DESIRED SKILLS/QUALITIES/QUALIFICATIONS:

- Expertise in data collection and analysis
- Knowledge of WIOA compliance and federal regulations
- Excellent attention to detail
- Ability to work both independently as well as a member of a team
- Operations oriented thinker and planner
- Ability to take initiative
- Ability to effectively present information and respond to questions from training and service providers, funding sources and the public in either individual or group settings
- Excellent communication skills, both written and oral required



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EDUCATION/EXPERIENCE:

Combination of education and experience demonstrating sufficient competency to fulfill position duties and responsibilities. Experience with WIOA required. Experience in workforce development, partnership building, reporting and evaluation, required. Experience with data collection and data analysis tools, i.e. Excel, required. Experience with the Career Center system highly desired.

SALARY AND BENEFITS:

Starting salary 61,200 to \$67,320 per year. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) retirement plan with up to 5% company match, holiday, sick and vacation time, parental leave, and flexible work arrangements.

TO APPLY:

Send resume and cover letter outlining your experience and interest to hr@MassHireMetroNorth.org. Position open until filled.

The MassHire Metro North Workforce Board values equity, justice, and opportunity and is proud to be an equal opportunity employer. As an organization which serves many communities of job seekers and employers, we are a diverse and inclusive workplace committed to reflecting these communities. We encourage culturally competent, qualified candidates of diverse backgrounds to apply.