



METRO NORTH WORKFORCE BOARD

186 Alewife Brook Parkway, #216
Cambridge, MA 02138
617.864.1500

Full Time Job Posting

Job Title: Senior Director of Program Operations

The MassHire Metro North Workforce Board (MNWB) is a public-private partnership whose mission is to enable area residents to gain skills that will maximize their economic self-sufficiency and to provide employers with the workforce they need to effectively compete in the changing world economy. The MNWB is located in Cambridge, MA. To learn more, visit www.MassHireMetroNorth.org.

POSITION SUMMARY:

The Senior Director of Program Operations reports to the President and CEO and is responsible for: 1) overseeing the organization's planning and workforce systems functions under the federal Workforce Innovation and Opportunity Act (WIOA) and other public and private funding sources, including monitoring/oversight of the region's One-Stop Career Centers; 2) overseeing the organization's sector initiatives and employer engagement activities; 3) working with the President/CEO, Board members, and other staff in the development and implementation of the organization's strategic planning and resource development efforts; and 4) serving as the organization's primary point person on labor market data.

PRIMARY RESPONSIBILITIES AND DUTIES:

Oversight of Workforce Systems:

- Oversee MNWB's planning and workforce systems functions and performance, including, but not limited to, procurement, chartering, oversight, and monitoring of the region's One-Stop Career Centers; oversight of MNWB's activities and responsibilities under WIOA and other Federal and State funded programs; oversight of MNWB's workforce systems administrative policies and procedures; managing and overseeing compliance with WIOA and other public and private funder requirements; tracking and evaluating performance
- Lead staffing of the Board's Workforce Systems Committee
- Supervise workforce systems staff

Oversight of Sector Initiatives:

- Oversee the organization's sector-based initiatives, including, but not limited to, grants management and administration, contracting, partnership management, and tracking/evaluating project performance. Current projects include:
 - Advanced Manufacturing
 - Retail
 - Gaming and Hospitality
- Oversee the organization's employer engagement activities, including coordination with the Career Center business services staff
- Identify and develop opportunities for new projects in priority industries
- Supervise sector project and employer engagement staff



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Strategic Planning and Resource Development:

- Participate as a key member of the organization's strategic planning committee. Assist President/CEO, Board members, and staff with developing and implementing the organization's next strategic plan
- Work with President/CEO, Development Committee, and staff to identify and develop funding opportunities to support the organization's current and future priorities
- Develop, write, and submit grant proposals

Other:

- Serve as organization's point person on labor market data
- Identify, develop, and manage partnerships with key stakeholders
- Local/regional travel required

DESIRED QUALIFICATIONS:

Education/Experience: Combination of education and experience demonstrating sufficient competency to fulfill position duties and responsibilities. Experience in workforce development, partnership building, supervising staff and teams, research and evaluation, and grant writing required. Experience with WIOA and the Career Center system required.

Skills/Qualities: Creative, forward-thinking, problem-solver with relationship-building skills. Excellent communication skills, both written and oral required. Strong interpersonal skills and ability to take initiative required. Understanding of workforce development programs and policy. Highly organized with ability to manage multiple projects. Experience with motivating teams and providing staff supervision, along with essential technical expertise. Demonstrated creativity with respect to idea generation and solution implementation.

Salary and benefits: Starting salary commensurate with experience. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) plan, holiday, sick and vacation time.

To Apply: Send resume and cover letter outlining your experience and interest to hr@MassHireMetroNorth.org. No telephone calls please. Open until filled.

MassHire Metro North Workforce Board is an Equal Opportunity Employer.