**JOB POSTING**

**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. The 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 business 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

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

**JOB TITLE: Vice President of Programs**

**POSITION SUMMARY:**

Reporting to the President and CEO, the Vice President of Programs is responsible for overseeing the organization’s programmatic operations, initiatives, and staff, which fall into three main areas: 1) career center monitoring and oversight; 2) youth programs; and 3) employer engagement and sector initiatives. This position will play a lead role in implementing the organization’s new strategic plan. Working with the President and CEO, the VP of Programs will also be a key member of the organization’s resource development and partnership development efforts.

**PRIMARY RESPONSIBILITIES AND DUTIES:**

* Oversee the organization’s programmatic operations, initiatives, and staff, which fall into three main areas:
  + Career center monitoring and oversight- supervise Manager of Workforce Systems who manages the Workforce Board’s responsibilities as a local workforce development board under the Workforce Innovation and Opportunity Act (WIOA), including the monitoring and oversight of the region’s MassHire Career Centers (Metro North Career Centers), the Workforce Systems Committee, and MOU Partners Committee.
  + Youth programs- supervise youth director who leads a team of youth managers and specialists implementing the organization’s youth initiatives, which are mainly comprised of three publicly-funded programs: School to Career Connecting Activities, YouthWorks, and WIOA Youth.
  + Employer engagement and sector initiatives- supervise Sr. Director of Workforce Initiatives who leads a team focused on employer engagement and sector initiatives related to advanced manufacturing, construction/trades, retail/customer service, and STEM (science, technology, engineering, and math).
* Oversee performance and outcomes for programs and projects, run reports, and identify areas for improvement.
* Lead the implementation of the organization’s new strategic plan as it relates to programs and services.
* Working with other staff, identify and develop new funding opportunities to support the organization’s strategic goals and priorities.
* Identify, develop, and manage partnerships with key stakeholders, such as training partners, community-based organizations, and employers.
* Participate in regional planning and regional consortia initiatives, i.e. MassUP Cross City Coalition and RevereWorks Coalition.
* Local/regional travel required (as COVID restrictions allow. See note below regarding current and future work arrangements).

**DESIRED SKILLS/KNOWLEDGE/ABILITIES/COMPETENCIES:**

* Creative, forward-thinking, problem-solver with relationship-building skills.
* Excellent communication skills, both written and oral.
* Strong interpersonal skills and ability to take initiative.
* Highly organized with ability to manage multiple projects.
* Understanding of workforce development programs and policy.
* Comfortable with public speaking and meeting facilitation.
* Experience with employer engagement.
* Experience with identifying, developing, and submitting grant proposals.
* Experience with motivating teams and providing staff supervision, along with essential technical expertise.
* Demonstrated creativity with respect to idea generation and solution implementation.
* Proven track record of partnership management.
* Strong data and reporting skills.
* Experience with WIOA, MassHire, and/or publicly-funded workforce development programs.
* Experience with youth-focused workforce development programs.

**EDUCATION/EXPERIENCE:**

Any combination of education and experience demonstrating sufficient competency to fulfill position duties and responsibilities. 8-10 years’ experience in a senior management/executive level position overseeing multiple teams at a non-profit preferred.

**SALARY AND BENEFITS**:

Salary range $92,000 – $110,400 per year. Excellent benefits including health care, dental, life insurance, short-term and long-term disability, 403(b) retirement plan, holiday, sick and vacation time, parental leave, and flexible work arrangements\*.

\*NOTE: Currently, all staff have the option of working 100% remotely. Starting in September, all staff will be asked to attend in-person the following: all-staff meetings (twice monthly), all-staff trainings/events that management has determined should be held in-person, and meetings/events at the discretion of the employee’s supervisor that the supervisor has deemed necessary for in-person attendance. Beyond these instances, staff will be allowed to choose remote, in-office, or hybrid schedules, subject to the approval of their supervisor. Waivers to the in-person requirements may be granted for medical/health reasons.

**TO APPLY:**

Send resume and cover letter outlining your experience and interest to [hr@MassHireMetroNorth.org](mailto:hr@MassHireMetroNorth.org).

No telephone calls please. Open until filled.

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*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.*