



**POSITION:** Director of Workforce Development

**REPORTS TO:** Executive Director

**JOB DESCRIPTION:** The Director of Workforce Development leads the organization's adult employment and training initiatives in the context of the PIC's role as Boston's Workforce Investment Board. This includes committee staffing, policy development and implementation, supervision of staff, administration, and organizational development.

**RESPONSIBILITIES:**

- Leads workforce development planning consistent with the PIC's mission of connecting Boston residents with education and employment opportunities that prepare them to meet the skill demands of Boston area employers.
- Manages chartering, contract management, and continuous quality improvement for Boston's one-stop career centers.
- Staffs the board and committee process that guides federal Workforce Investment Act spending and oversees performance, in collaboration with the Mayor's Office of Jobs and Community Services.
- Ensures that the PIC is in compliance with federal Workforce Investment Act regulations state requirements, and grant funding commitments.
- Supervises staff support for the PIC's sector convening in industries such as healthcare, life sciences, and hospitality in order to coordinate the activities of employers, community colleges, universities, non-profit training organizations, and career centers.
- Organizes outreach to Boston employers on availability of Workforce Training Fund grant funding and reviews proposals submitted to the Commonwealth Corporation.
- Supervises staff work within specific initiatives such as the Skilled Careers in Life Sciences (SCILS) grant, the SkillWorks community college transition program and the Boston STEM Network.
- Develops strategic plans and performs tasks such as writing policy documents and committee memos that summarize activities and provide a context for advocating for system improvements and reforms.
- Identifies funding and grant opportunities and develops partnerships and proposals in response to solicitations from the federal Department of Labor, the Commonwealth of Massachusetts, and other funders.

- Represents the PIC to federal, state, and city policy makers on workforce development issues.
- Other duties as requested by the executive director

**DESIRED QUALIFICATIONS:**

- Experience in the adult workforce development system, preferably in Massachusetts.
- Significant staff supervision experience.
- Experience writing and managing grants.
- A track record of successful project management.
- Critical thinking skills and strong analytical abilities.
- Strong written and verbal communication skills.
- Able to organize and manage many projects simultaneously.
- Strong interpersonal skills and the ability to work well with employers, schools, workforce professionals, PIC personnel, community representatives, and students.
- Able to work with leadership from a variety of sectors including business, labor, government, education, and the community.

Please submit cover letter and resume to Emily Kahn at [emily.kahn@bostonpic.org](mailto:emily.kahn@bostonpic.org) by Wednesday, January 22.