

Program Manager, Workforce Development

Dorchester Bay Economic Development Corporation (DBEDC) seeks an energetic, collaborative, and engaging **Program Manager, Workforce Development (PMWD)** to manage the Workforce Development and Reentry Program. Reporting to the Director of Economic Opportunity, the PMWD will deliver individual job counseling placement, conduct workshop/trainings, and develop relationships with employers and other partners to increase access to job opportunities.

The Program serves job seekers ages 18 and up in DBEDC's target low-to-moderate income (LMI) service area to obtain employment assistance services and the resources needed to secure good jobs.

This is a grant-funded with the potential of renewal if funding is secured for subsequent years.

Essential Duties and Responsibilities:

- Manage all aspects of the Dorchester Bay Workforce Development and Reentry Program including: outreach, develop tools and materials for services, design of services and provide individualized job counseling services (pre- and post- placement) to local LMI residents who are job seekers from diverse and multicultural communities, development of educational workshops/trainings, and work with partners and be part of the workforce development ecosystem in Boston, the Commonwealth of Massachusetts, and nationally.
- Develop and/or coordinate educational programs for job seekers in collaboration with partners and/or instructors. The educational programs should be tailored to build skills of job seekers in term of readiness to obtain a job, like resume writing, preparation and skills for job interviewing, industry and career specific workshops.
- Supervise the Job Placement Manager and interns.
- Promote the Dorchester Bay Workforce Development and Reentry Program and represent Dorchester Bay EDC externally in coalitions and committees such as the Boston Workforce and Reentry Coalition (BWRC) and participate in workforce development and reentry advocacy efforts to advance the workforce development agenda and interchange ideas with peers and other job counseling service providers and agencies.
- Serve as the project manager for the Boston Workforce and Reentry Coalition including coordinating meetings, collecting data, reporting, and ensuring compliance with grant terms.
- Promote the Dorchester Bay Workforce Development and Reentry Program at events and convenings to create awareness and increase visibility of the program and services.
- Assist the Director of Economic Opportunity and Resource Development team with fundraising efforts to secure funding for the program as needed.
- Track and report program performance data and outcomes for the purpose of reporting to funders and obtaining grants for the program.
- Other responsibilities as assigned by the Director of Economic Opportunity and CEO.

Qualifications:

- At least three years of experience in workforce development counseling and/or providing individualized and group pre-placement, placement, and post placement counseling to unemployed individuals from diverse communities.
- At least one year tracking and reporting outcomes and meeting grant deliverables.

- Experience working with individuals from diverse and multicultural backgrounds and communities in Boston. The ideal candidate will also be passionate about workforce development and supporting people returning to their communities from incarceration.
- The person must possess strong character to deal with multiple challenging cases and have the ability to identify options to address issues.
- Understanding of workforce development field and the network of service providers and pool of suitable employers.
- Experience managing multiple projects at the same time and multitasking and meeting deadlines even under pressure.
- Strong English language verbal and written communication skills. Conversational knowledge of Spanish, Haitian Creole, or Cape Verdean Creole is strongly preferred.
- Exceptional interpersonal skills with the ability to work independently and as part of a team and exhibit multicultural understanding when working with clients, partners and allies.
- Have excellent computer skills (Microsoft Office and/or Google Suite) including spreadsheets, database use, and have the ability to learn new technologies.
- Ability to engage with partners and program participants utilizing multiple communication channels like in-person meetings, phone calls, email, social media, video conferencing, and any other channels to ensure that the participants receive the necessary support.
- We seek candidates who can jump in and exercise leadership to strengthen our services, collaborate well, embrace our mission, and bring a sense of humor and passion to their work.

Work Environment

DBEDC is a place-based organization with a highly flexible, hybrid work environment. This position requires the ability to work at DBEDC's office in Dorchester, to attend in-person meetings, site visits, and other events in physical environments as the needs of the role demand.

Compensation and Benefits

This is a full-time, salaried, exempt position with a starting salary of \$70,000-\$80,000 annually. DBEDC also offers generous paid vacation; twelve paid holidays; three personal days, five days of paid volunteer leave, generous cost-sharing for medical insurance, and a 403(b) plan with a generous employer contribution.

Application Process

DBEDC views diversity, inclusion, and cultural competence as vital guiding principles in all our work with communities. We welcome and encourage applications from black, indigenous, and persons of color, members of the LGBTQ+ community, persons with disabilities, persons from unconventional career paths, and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.

To apply, provide a resume and cover letter that describes your interest in the role and how your qualifications and experience align. Send all applications to jobs@dbedc.org. Please include "Program Manager, Workforce Development" in the subject line. No phone calls, please, and thank you.

About Dorchester Bay Economic Development Corporation

Established in 1979, Dorchester Bay Economic Development Corporation ("DBEDC") acts to build a strong, thriving, and diverse community in Boston's Dorchester neighborhoods. Working closely with neighborhoods, residents, businesses, and partners, DBEDC focuses on affordable housing and commercial development, community engagement, and economic development. Visit www.dbedc.org for more information.