



## About the Role

Are you passionate about creating pathways to high-growth, sustainable careers? Do you thrive on building partnerships, empowering individuals, and driving impactful workforce programs? If so, we're looking for you to join our team as a **Workforce Development (WFD) Program Manager**!

As the WFD Program Manager, you'll play a pivotal role in delivering dynamic workforce programs that equip participants with the tools and support needed for long-term success. Reporting to the Director of Workforce Development, you'll lead and facilitate workshops, foster employer and community partnerships, and manage data-driven program strategies. Whether you're guiding job seekers through career transitions or piloting innovative training initiatives, your work will directly transform lives. If you're driven to make a difference and ready to play an impactful role in improving individuals' economic growth, we encourage you to apply today!

## What you can expect to do in the role:

- **Lead Innovative Programs:** Design and implement workforce initiatives such as job readiness training and career placement services in high-growth sectors like green jobs, life sciences, and healthcare.
- **Empower Participants:** Conduct intake assessments and create Individual Development Plans (IDPs) to support clients in achieving their career goals.
- **Deliver Impactful Workshops:** Coordinate and facilitate engaging sessions on job readiness topics such as resume building, interview prep, and career planning.
- **Build Partnerships:** Develop and expand upon existing relationships with employers, community organizations, and industry leaders to unlock training and employment opportunities.
- **Manage Data with Precision:** Utilize tools like Salesforce to track progress, measure outcomes, and enhance program effectiveness. Collaborate with the Director of WFD and other team members to develop surveys to measure participant progress and use data to refine programs.
- **Promote and Advocate:** Coordinate and participate in outreach events and collaborate with communications teams to raise visibility for our workforce programs.

## What we are looking for (Required Qualifications)

- A commitment to supporting all community members.
- 4+ years of program management experience with a proven ability to track, report, and meet grant deliverables and key performance indicators (KPIs) aligned with program goals and funder requirements.
- Experience in career planning and job readiness training for varied audiences, including returning citizens.
- Demonstrated experience with conducting intake interviews, creating IDPs, reviewing and

revising resumes, and facilitating effective workshops on topics such as resume writing, interview preparation, and job search strategies.

- Strong project and time management skills, with the ability to juggle multiple priorities seamlessly in a hybrid environment.
- Proficiency in maintaining accurate and confidential client records through a CRM system (like Salesforce), Microsoft Office, and collaboration tools.
- A positive and collaborative mindset with excellent communication and relationship-building skills.
- Flexibility to work evenings, weekends, and travel locally as needed.

### Preferred Skills and Experience

- Multilingual proficiency (e.g., Spanish, Haitian Creole, or Cape Verdean Creole).
- Knowledge of local communities like Dorchester, Roxbury, and Mattapan.
- Case management experience.
- Familiarity with apprenticeship and certification pathways.
- Experience with a project management tool, like Asana.

### Other important details

- Don't be discouraged from applying if you don't "check all the boxes." We appreciate the uniqueness of candidates, and there is no "perfect" resume!
- Salary range: \$76,500–\$85,700.

### Living Our Values

At DBEDC, our culture is grounded in shared values:

- **Accountability:** We take ownership of our words, actions, and their impacts.
- **Curiosity:** We ask questions, try new things, and learn from experience.
- **Collaboration:** We build trusting relationships internally and externally.
- **Transparency:** We communicate directly, honestly, and with clarity.
- **Innovation:** We embrace change, challenge convention, and adapt with intention.

### Benefits

DBEDC proudly offers a total compensation package that goes above and beyond, supporting your health, wellbeing, and work-life balance. Here's what you can look forward to:

#### Health and Wellness

- Choose from several generous medical insurance packages with no waiting period.
- Employer-paid dental and vision coverage to keep you smiling.
- Access to Flexible Spending Accounts and the Dependent Care Assistance Program for added flexibility.
- Short-Term Disability, Long-Term Disability, Life Insurance, and Accidental Death coverage for peace of mind.
- On-demand Employee Wellbeing Services to help you thrive.

#### Lifestyle and Perks

- Access exclusive discounts through our Perks at Work Program.
- Enjoy a flexible hybrid work environment, balancing work and life with ease.

#### Time Off That Works for You

- Generous amount of vacation time to recharge and relax.
- Seventeen paid holidays, including your birthday, because you deserve to celebrate.
- Fifteen sick days for when you need to rest and recover.
- Three personal days for life's unexpected moments.
- Five volunteer days to give back.

#### Future-Focused Benefits

- Save for your future with our 403(b)-retirement plan, featuring a generous employer contribution.

#### Professional Development

- Grow your career with access to professional development opportunities, including workshops, conferences, and training programs.
- Collaborate and learn in a dynamic environment that encourages innovation and skill-building.

At DBEDC, we're not just offering benefits, we're investing in you! Join us and experience a workplace that values your wellbeing and success while building a brighter future for Dorchester and beyond!

#### Section Process

To apply for this exciting opportunity, [click here](#). We encourage you to submit a cover letter outlining your interest and qualifications, along with your updated resume.

### About Dorchester Bay Economic Development Corporation (DBEDC)

DBEDC is a Community Development Corporation (CDC) and a certified Community Development Financial Institution (CDFI). Founded in 1979, we work to build a strong, thriving, and diverse community in Boston's North Dorchester and Roxbury neighborhoods. We develop and preserve, home ownership and rental housing across income levels. We create and sustain economic development opportunities for businesses and individuals. We build community through organizing, civic engagement, and leadership development.

We are one of Boston's legacy agencies and most established community development organizations, with an annual operating budget of approximately \$11 million and a staff of 32.

***At DBEDC, we welcome and encourage applications from all backgrounds and experiences, including those from unconventional career paths and anyone who can bring fresh perspectives and lived experiences to our team. Together, we aim to build an organization that reflects and celebrates the vibrancy of the communities we serve.***