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**MASSHIRE MERRIMACK VALLEY WORKFORCE DEVELOPMENT BOARD**  
**POSITION VACANCY NOTICE**  
**OPEN TO IN & OUT OF HOUSE CANDIDATES**

**POSITION TITLE:** MONITORING and SENIOR PROGRAM MANAGER

**REPORTS TO:** DEPUTY DIRECTOR AND FUND DEVELOPER

**JOB GRADE:** 5 (non-union)

**HIRING RANGE:** Mid \$50,000's to Low \$60,000's

**POSITION SUMMARY:**

The Monitoring and Senior Program Manager is responsible for the coordination and development of non-WIOA workforce development programs and Director-selected program and career center monitoring. Under the supervision of the MVWIB Deputy Director, the Monitoring and Senior Program Manager works collaboratively with MVWIB and Career Center staff to strengthen and improve innovative Merrimack Valley workforce development programs and to promote them to partners and the public.

**DUTIES & RESPONSIBILITIES:**

**Program Management**

Responsible for helping to develop and successfully implementing and coordinating various innovative MVWIB activities. The manager's work will include, but not be limited to:

- Building excellent relations with trainers and other partners to maximize the effectiveness and value of non-WIOA, non-formula funding.
- Improving the life prospects of program enrollees by mentoring or supervising their mentoring while in training and job search.
- Collaborating with MVWIB Fiscal in vendor and partner contracting. The Manager will draft clear, concise contract work statements and modifications;
- Participating in customer recruitment, assessment, case management, training improvement, job development and job development. S/He will, for example, ensure training cycles occur as planned, help resolve issues that may prevent customers from timely training enrollment, training progress, and job hire;
- Assist the MVWIB in attaining stated contractual outcomes;
- Cultivating employers by, for example, nurturing advisory committees that employers find valuable, or by attracting employers interested in improving the program effectiveness;
- Serving as a hands-on job developer helping non-WIOA training graduates gain employment in training-related jobs while also cultivating employers and the media towards that end;
- Closely tracking contract activities and helping resolve emerging issues;
- Maintaining communications with funders by drafting clear, concise reports;
- Researching and advising on funding strategies for the long-term viability of proven training and programs;
- Assisting in goal and policy formulation for WIOA Title I and Title II programs;
- Participating in initiatives that advance area Title II ABE and ESOL education, especially when the initiatives help WIOA Title I enrollment;
- Helping design Adult Career Pathway tools including graphics;

## **Monitoring**

Ongoing monitoring reviews will focus on the following:

- Group training programs (except those in which she/he is program manager) to gauge progress toward contracted programmatic goals and fiscal spending targets. Reviews will take place via desk-top document analysis and on-site reviews. They will track document accuracy, benchmark achievement, weekly work done, the completeness of individual trainee files, and the validity of all reports;
- Addressing challenges found during desk-top and site monitoring reviews;
- Assisting in developing or improving upon effectiveness indicators;
- Performing effectiveness checks and reporting results to Directors;
- Ensuring Federal and State WIOA regulatory compliance;
- Monitoring employer access and satisfaction with our Career Center(s);
- Representing our workforce development team to local employers, service providers, organizations, and local, state, and federal officials as appropriate;
- Other related responsibilities as assigned.

## **QUALIFICATIONS:**

- Bachelor's degree in management, business administration, education, public administration, English/communications or related fields. Six (6) or more years of related, and increasingly responsible work experience may be substituted.
- Four (4) or more years of increasingly responsible work experience in social service program development and implementation, workforce development, program monitoring and evaluation, business administration, training, human resources, or a related field is required unless there is evidence of other, stellar performance.
- Strong written and oral communication skills related to monitoring preferred.
- Strong interpersonal, organizational and team-building skills.
- Bilingual English/Spanish preferred.

## **POSTING DATE:**

**Friday, August 31, 2018**

## **APPLICATION DEADLINE:**

**Until Filled**

## **PLEASE SUBMIT RESUME TO:**

**Beverly Stopyra, HR / QA Manager  
MassHire Merrimack Valley WD Board  
255 Essex Street  
Lawrence, MA 01840  
FAX: (978) 794-1901**

**PLEASE SUBMIT COVER LETTER AND RESUME TO:**

**[jobs@mvwib.org](mailto:jobs@mvwib.org)**

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