



**Job Announcement:** Modern Manufacturing Project Manager

**Closing Date:** February 17, 2023

This position will assist with building partnerships and coordinating efforts of local business & industry and education officials to ensure the success of the Modern Manufacturing Training Program. The Project Manager will be a liaison between the Modern Manufacturing Center of Excellence (MM-COE), the K-12 system and any private or public entity seeking information and assistance with the Modern Manufacturing (MM) training program. This position will work in a fast-paced environment based on collaboration, communication and results.

**Responsibilities:**

- Regularly communicates and coordinates with North AlabamaWorks team and with the MM-COE team
- Assists MM teachers in recruitment and marketing for program
- Ensures industry connection and participation in the MM program and relevant Career and Technical Education (CTE) programs at each school
- Regularly communicates with K-12, postsecondary and higher education officials about the current and future manufacturing workforce needs
- Assists with current and future projects to meet Success Plus goals and build the talent pipeline in the region
- Coordinates and prepares materials for meetings with employers, individually and through industry clusters, to determine the current and future manufacturing workforce needs.
- Assists with or conducts presentations about program to individuals, groups, businesses, agencies, and organizations to encourage their cooperation and participation and to solicit suggestions, feedback and partnerships
- Track and report data and outcomes of MM project and other related projects including preparation and submission of grant reports, and review of requested reimbursement documents from participating school systems.
- Assists with preparing project invoices for reimbursement through AIDT
- Coordinates with industry partners to assist participating school systems with equipment, materials and supplies procurement, and the accountability requirements of said equipment, materials and supplies
- Assists with job placement and apprenticeships of students after MM program / high school graduation
- Performs other tasks and duties as assigned by the Regional Workforce Council Executive Director

**Requirements:**

- Bachelor's degree from an accredited institution of higher education
- Two years of private/public sector experience and/or human resources experience or equivalent
- Working knowledge of career and technical education and/or workforce development
- An understanding of workforce and/or economic development is helpful, but not required
- Must be adaptable to changing programs, workforce needs, and areas of focus



- Strong public speaking skills
- Must be able to work well with a variety of individuals from education, post-secondary, industry, economic development and government
- Excellent verbal and written communications skills
- Exceptional people skills with an outgoing personality
- Strong organizational and time management skills
- Self-starter with a high degree of professionalism
- Ability to perform job function with minimal daily supervision
- Thinks innovatively to offer new ideas, concepts and solutions
- Proficient in Microsoft Office programs including Outlook, Excel, and Word
- Experience with Customer Relationship Management System
- Must be able to work normal hours of 8:00 a.m. – 5:00 p.m., Monday through Friday and have reliable transportation, that is insured, and have a valid Alabama driver’s license
- Participation in morning and evening meetings/events is also required
- Occasional out-of-town travel is required
- Ability to perform all essential functions of this position with or without reasonable accommodation, including regular and predictable attendance, the ability to get along well with others, and represent the Regional Workforce Council in a professional and positive manner
- Successful candidate must maintain their work base or reside in the region, or be willing to relocate to the region, at their own expense.
- Successful candidate must pass background check and drug screening.
- Maintains a high ethical standard in dealing with information of a highly confidential nature
- Works cooperatively and positively with all Regional Workforce Council staff members and colleagues to promote an environment of excellence and teamwork

***Application Process:***

- Email a cover letter, resume and references with **Modern Manufacturing Project Manager** in the subject line to: [jobs@northalabamaworks.com](mailto:jobs@northalabamaworks.com)
- **Application deadline is close of business on Friday, February 17, 2023.**

*North AlabamaWorks provides equal employment opportunities (EEO). It is the policy of North AlabamaWorks that no person shall, on the grounds of race, color, religion, sex, national origin, age, disability or genetics, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment. North AlabamaWorks will make reasonable accommodations for qualified disabled applicants or employees. North AlabamaWorks reserves the right to withdraw, modify, or extend this job announcement at any time prior to the awarding of the position.*