United Way of Central Alabama, Inc

C/O Central Six AlabamaWorks

3620 8th Avenue South Suite 230

Birmingham, Alabama 35222

Service Areas: Blount, Chilton, Jefferson, Shelby, St. Clair, and Walker Counties

**For Immediate Release**

**Job Announcement: Modern Manufacturing Project Manager**

**Closing Date: August 22, 2022**

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 the Central Six AlabamaWorks team and MM-COE team
* Assists MM teachers in recruitment and marketing for the program
* Ensures industry connection and participation in the MM program and relevant Career and Technical Education (CTE) programs at each participating school
* Regularly communicates with K-12, postsecondary, and higher education officials about the current and future manufacturing workforce needs
* Assists 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.
* Will serve as the automotive industry cluster project manager
* Assists with or conducts presentations about the program to individuals, groups, businesses, agencies, elected officials, and organizations to encourage their cooperation, participation and solicit suggestions, feedback, and partnerships
* Track and report data as well as 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 MM project invoices for reimbursement through AIDT
* Coordinates with industry partners to assist participating school systems with ordering and maintaining equipment, materials, 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 such other tasks and duties as assigned by the Central Six 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 preferred, 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 (Salesforce preferred)
* The incumbent is expected to report to and work from the Central Six offices. Must be able to work normal hours of 7:30 a.m. – 4:30 p.m., Monday through Thursday, and 7:30 a.m. – 2:00 p.m. on Friday.
* Participation in morning and evening meetings/events is also required
* Occasional overnight and/or out-of-town travel may be required. Willing to travel as needed throughout the six Alabama county areas. Must have valid driver’s license, auto insurance, reliable automobile, and appropriate driving record
* Travel expenses incurred for mileage, meals, and lodging, at the State per diem rate, will be reimbursed
	+ The mileage reimbursement rate is $.63 per mile.
* **In-State Per Diem Rate**
* One night on the road - $85 per day

Example: Leave Monday and return to base Tuesday = $170

* Two plus nights on the road - $100 per day

Example: Leave Monday and return to base Wednesday = $300

* Trips less than overnight.
	+ No travel allowance is paid for a trip of fewer than six hours duration.
	+ Trip from six to twelve hours, a traveler may receive a meal allowance per diem rate of $12.75
	+ Trip more than 12 hours, but not overnight, a traveler may receive a meal allowance per diem allowance of $34.
	+ If meals are provided at meetings, training, or conference then the meal allowance is not payable.
* 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 Central Six in a professional and positive manner
* Successful candidate must maintain their work base or reside in the six-county region, or be willing to relocate to the region, at their own expense.
* Successful candidates must pass a background check and drug screening.

**Salary:**

Yearly Salary commensurate with experience: $40,000 - $50,000 plus benefits

**Accountability:**

* Reports directly to the Executive Director
* Maintains a high ethical standard in dealing with information of a highly confidential nature
* Works cooperatively and positively with all internal and external staff members and colleagues to promote an environment of excellence and teamwork Application Process:
* Email a cover letter, resume, and references to the Modern Manufacturing Project Manager in the subject line to: director@centralsix.org
* The application deadline is Noon on Friday, August 15, 2022, Central Six AlabamaWorks provides equal employment opportunities (EEO). It is the policy of Central Six 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. Central Six AlabamaWorks will make reasonable accommodations for qualified disabled applicants or employees. Central Six AlabamaWorks reserves the right to withdraw, modify, or extend this job announcement at any time prior to the awarding of the position