



## Education Programs Manager Position Description

Title: **Education Programs Manager**

FLSA Status is Exempt / Salaried

Summary: Central AlabamaWorks is seeking an Education Programs Manager, responsible for assisting the Executive Director in coordinating and executing workforce development efforts in the region.

Central AlabamaWorks is a non-profit organization established to work throughout Region 5, a thirteen-county workforce region in Central Alabama including the following counties: Autauga, Bullock, Chambers, Coosa, Dallas, Elmore, Lee, Lowndes, Macon, Montgomery, Perry, Russell, and Tallapoosa counties. The candidate must reside in one of these thirteen counties.

### I. **Responsibilities:**

- A. Assist with publicizing, promoting, and implementing workforce training programs available in Region 5.
  - a. Become knowledgeable in all federal, state, and local workforce development programs to include Workforce Innovation Opportunity Act (WIOA) and specially funded initiatives.
  - b. Coordinate career pathway programs among all workforce partners i.e. business and industry, community colleges, Career Centers, Department of Commerce, AIDT, nonprofits and others.
  - c. Consistently utilize Central AlabamaWorks' Salesforce platform to measure outcomes for CPI reporting.
  - d. Coordinate all marketing and outreach activities for education events with Central AlabamaWorks Communications and Marketing Coordinator in a timely manner to ensure maximum participation.
- B. Maintain strong relationships with middle and secondary school Career Coaches to support the issues reported by business and industry;
  - a. Connect business and industry with appropriate educational programs in their local area.
  - b. Present in-school presentations as appropriate.
  - c. Offer educational resources through the Central AlabamaWorks website.
- C. Plan, organize, and execute the regional Educator Workforce Academy (EWA) designed to connect high level educators to industry demand as they guide our students through pathway exploration.
  - a. Meet regularly with Superintendents, Principals, CTE Directors, and Career Coaches in the region.
  - b. Secure, schedule, and coordinate EWA event locations, industry tours, speakers, and all other details to ensure successful events.
  - c. Recruit educators from region to participate in EWA and consistently increase the number of educators participating each year.
- D. Plan, organize, and execute Career Exploration pathway events.
  - a. Collaborate with Executive Director to establish budget for Career Exploration projects.

- b. Assist in developing and executing fundraising campaign for yearlong sponsorships.
- c. Maintain up-to-date financial records of all expenditures to ensure financial procedures and budget guidelines are met.
- d. Coordinate and execute school, business and industry, and volunteer registration process for such events.
- E. Perform other tasks and duties, including coordinating special projects, which are consistent with goals of Central AlabamaWorks.

II. **Qualifications:**

- A. Education: Bachelor's degree preferred.
- B. Experience:
  - Service preferred in one of the following:
    - Education
    - Non-profit management
  - An understanding of workforce and/or economic development is preferred.
- C. Special Qualifications and Knowledge:
  - Skillful in digital technology, including Microsoft Office programs Excel, Word, PowerPoint, social media required.
  - Must be detail oriented with ability to meet project demands and deadlines.
  - Strong work ethic and excellent interpersonal skills; exceptional integrity, and ability to maintain absolute discretion and confidentiality with proprietary information.
  - Ability to perform job functions with minimal daily supervision while meeting project expectations.
  - Thinks innovatively to offer new ideas concepts, and solutions.
  - Excellent verbal and written communication skills, including writing, editing, and making presentations to groups and individuals.
  - Works cooperatively and positively with all staff members of Central AlabamaWorks, regional board and council members to promote an environment of excellence and teamwork.
  - Must possess a valid Driver's License

III. Physical Demands and Working Conditions:

A workspace is provided with the necessary resources and equipment. Physical activities involve walking in the office, on various industry tours, schools, and Career Expo events; frequent use of keyboard and computer; reading, filing, bending, occasional light lifting, and moving and set up of equipment before, during and after meetings and events.

IV. Hours/Location of Work:

- The position is full-time 40 hours per week.
- This is a blended position encompassing both in-office and work-from-home with moderate day travel. Travel expenses are covered on a monthly reimbursement.

V. Compensation: The position offers a competitive salary commensurate with education and experience, as well as competitive benefits.

VI. Application Process:

- Send a cover letter, resume and references to:  
Central AlabamaWorks  
Attn: Gindi Prutzman, Executive Director  
[office@centralalabamaworks.com](mailto:office@centralalabamaworks.com)
- Application deadline is Friday, August 4, 2023. Anticipated start date of September 1<sup>st</sup>.