

## Job Description



Position Title: **Education and Programs Manager**  
Employee Name: \_\_\_\_\_  
Report To: Executive Director  
Classification: Exempt

### **Summary of Position:**

The Education and Programs Manager will develop and maintain long-term relationships with industry representatives, community agencies, community colleges, universities, Pre-K -12 systems, and other training providers focusing on education and the key clusters of healthcare and hospitality. This position will work in a fast-paced environment based on collaboration, communication, and results.

### **Essential Functions:**

- Develop, manage, and facilitate **Educator Workforce Academy** and **Career Coach Connect**.
- Engages with employers, schools, and other stakeholders to develop, promote and/or support sustainable programs that improve the outcomes and access for current and future job seekers.
- Regularly communicates with Pre-K – 12, postsecondary, and higher education officials about current and future workforce needs as well as current and future projects to build the talent pipeline in the region.
- Provides a pivotal point of contact for the organization's programs and initiatives in relation to career exploration, and career pathway development, as well as supporting STEM/STEAM programs.
- Establishing and managing **healthcare** and **hospitality** clusters including but not limited to meetings and preparing materials.
- Develop/create, promote, and manage engagement strategies for career fair events (i.e., career/job/hiring fairs).
- Manage and execute outreach efforts and other events as designated.
- Supports the SAWDC team in the organization, coordination, and execution of all events and projects.
  - Workforce Summits, Industry cluster meetings, Leadership Skills training, and special projects as assigned.
- Responsible for content development for SAWDC communications including newsletters, emails, social media, website, and marketing materials in relation to position essential functions.
- Provide opportunities for business and industry to assist with the development of training programs, including apprenticeships, internships, job shadowing, and work-based learning.
- Develop and maintain relationships with training providers to develop necessary and responsive workforce solutions.
- Refers any requests for training to the appropriate regional training providers, and when multiple providers are involved, aids coordinate the activities.
- Assists or conducts presentations to individuals, groups, businesses, agencies, elected officials, and organizations to encourage their cooperation and participation and to solicit suggestions, feedback, and partnerships.
- Assists and supports SAWDC leadership with meeting minutes, data, reports, and projects.
- Maintains a proper, professional demeanor and confidentially always.
- Attends staff meetings, and safety and health training, as required, on time.
- Works when scheduled and complies with company attendance policy.
- Observe and practice all personnel policies and procedures.
- Travels as required.

**Skills, knowledge, and abilities:** (these are required to enable the job holder to perform the job's essential functions). Reasonable accommodations may enable individuals with disabilities to perform the position's essential functions.

- Ability to write, proofread, edit/speech writing, and interview skills.
- Ability to think “outside the box” to offer innovative ideas, concepts, and solutions.
- Ability to develop and inspire confidence, trust, and respect from internal and external contacts and maintain open communications.
- Ability to communicate professionally with staff, company representatives, government officials, and the public.
- Ability to be self-sufficient, independent, and resourceful.
- Ability to interact with colleagues, supervisors, and members face to face.
- Ability to communicate orally, write, and use emotional intelligence to work through challenges and issues.
- Must have strong business experience, excellent oral and written communication skills, exceptional interpersonal and presentation skills, and thorough knowledge of M.S. Office, software, including Outlook, Word, Excel, and PowerPoint.
- Must work well with education, postsecondary, industry, and government individuals.
- Must be able to demonstrate practical public speaking skills.
- Must be able to prepare clear, concise, and accurate reports.
- Must demonstrate effective leadership, supervisory, and motivational skills.
- Must possess communication skills to deal and negotiate with members of all backgrounds and personalities.
- Must be able to use applied knowledge to formulate positive solutions to problem situations.
- Must be able to read, write and communicate in English effectively.
- Must be able to work well under pressure, manage priorities, and meet deadlines.
- Must be able to demonstrate organizational skills and attention to detail.
- Must be able to lift and carry up to 15 lbs. occasionally with assistance.
- Must be able to see within normal range with or without corrective lenses.
- Must be able to sit for extended periods while using hands, fingers, and wrists repetitively on a keyboard.
- Must be able to climb stairs occasionally.
- Must be able to stand and walk throughout the day.
- Must be adaptable to change with short notice.
- Must be an innovative and/or creative problem solver.
- Must be results-driven.

**Marginal Functions:** (Duties that are likely to be assigned to this person unless they prove unable to perform them after receiving training and/or accommodations that the company judges appropriate).

- Participates in conferences and training as directed.
- Position requires meetings and activities outside of regular work hours; must be flexible
- Other duties as assigned.

### **Experience/Education:**

A Bachelor’s degree from an accredited institution of higher education. Understanding workforce and/or economic development is a plus but not required. A minimum of 5+ years of project management experience is required. Knowledge and understanding of Constant Contact, and Canva are a plus. Must have a valid driver’s license, pass a background, and motor vehicle check.

### **Work conditions:**

This position includes both environmental conditions: Activities occur inside and outside.

### **How to Apply:**

Email cover letter, resume, and references to [info@sawdc.org](mailto:info@sawdc.org).

*SAWDC Alabama Works is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.*

*I have read and understand this job description and agree that I am able to fulfill the essential functions stated above with or without accommodation. I further understand that it is my responsibility to request accommodation, if necessary, to fulfill the essential functions of this position.*

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Applicant's / Employee's Signature

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Date

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Supervisor

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Date