



BOSTON WORKFORCE BOARD

Boston Private Industry Council
2 Oliver Street, 3rd Floor
Boston, Massachusetts 02109
617.488.1300

POSITION: Market Maker (*Employer Services Coordination*)

TEAM: Workforce Development

REPORTS TO: Sector Strategy Manager

FLSA STATUS: Exempt

DIRECT REPORTS: None

SUMMARY

The MassHire Boston Workforce Board is seeking an employer services coordinator for a newly funded regional project. The Market Maker is a position created to support employer engagement activities in alignment with funded Career Technical Initiative (CTI) grants and related pipeline development strategies.

The Career Technical Initiative is a program designed to retrain unemployed and underemployed adult workers/job seekers to become re-employed in high demand industries, specifically construction/trades. The training programs take place after school hours at Massachusetts Vocational/Chapter 74 high schools. The goal is to build long lasting relationships with employers in the Greater Boston Region which includes the Boston, Metro North and Metro South West workforce boards. The Market Manager will accomplish this by engaging businesses and vocational schools in the Greater Boston workforce region, in partnership with local MassHire Career Centers, to develop pipeline solutions.

GENERAL RESPONSIBILITIES

- Engagement of vocational schools currently funded for CTI, and those planning for future CTI funding, to strengthen their employer engagement strategy;
- Work with employers to identify their current and future hiring needs;
- Educate employers on relevant funding and grant opportunities in the state;
- Meet with local businesses to understand workforce needs, assess level of employer engagement and deepen connections to the workforce and education systems; Facilitate connections with the local MassHire Career Centers for pipeline development support;
- Identify and engage with businesses within the construction/trades and other industries to broker relationships with vocational schools implementing or seeking to implement CTI;
- Identify and engage community-based organizations within the region to collaborate to expand awareness, recruitment, and support activities;

- Outreach to businesses within identified high priority industries/occupations to develop existing pipelines of workers, determine need for new pipelines, and make appropriate referrals to local training providers to pursue pipeline training funding opportunities.

DESIRED QUALIFICATIONS:

1. Experience with employer engagement, sales, outreach and recruitment, or occupation focused on relationship management
2. Familiarity with workforce development, career development and training
3. Strong interpersonal, leadership, and project management skills
4. Ability to manage multiple priorities, stakeholders and deadlines simultaneously
5. Succinct writing and presentation skills
6. Strong data entry and database management skills
7. Bachelor's degree with three to five years of relevant work experience. Associate Degree or certification and relevant work experience may be substituted for BA.

SALARY RANGE: \$55,000 - \$65,000

Please submit resume and cover letter to Angela McCabe at Angela.McCabe@bostonpic.org by 5:00 PM, Friday, December 17.

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