



# NORTH CENTRAL WORKFORCE BOARD

100 Erdman Way  
Leominster, MA 01453  
978.534.1023

## JOB POSTING

MassHire North Central Workforce Board  
Central Region Advanced Manufacturing Consortium

### Program Coordinator

The Program Coordinator will play an essential role in the implementation of the new Central Region Advanced Manufacturing Consortium (CRAMC) training program, reports directly to the Program Director and supports the partners of CRAMC with the state wide initiative to increase the number of skilled job seekers entering advanced manufacturing jobs.

#### Duties

- Create strong relationships within consortium stakeholders: the four year and community colleges, career centers, technical high schools, local chambers of commerce, workforce boards, secondary schools, Bounce USA and employers to help facilitate program goals
- Support the program director, marketing firm and the steering committee to create a CRAMC "brand" to be used to market manufacturing careers across the region
- Implement "CRAMC Branding" for a recruitment and marketing campaign with a focus in the North Central region to help partners fill training classes in manufacturing
- Assist in the recruitment of employers to hire training participants
- Assist with organizing meetings as required in the development and implementation of CRAMC
- Assist with data collection and disseminate it as required to meet program goals
- Assist in preparing materials for meetings, and take minutes
- Hold community info sessions and/or fairs to increase the awareness of advanced manufacturing
- Data management and development of reports as directed by the program director
- Other duties as assigned

#### Qualifications

- Bachelor's degree preferred, 3-5 years' proven job experience in a professional environment
- Creative, energetic and willing to be innovative
- Strong ability to work individually and as part of a team
- Experienced in managing projects with minimal supervision
- Solid interpersonal, communication and organization skills
- Strong writing and computer skills
- Experienced with social media platforms and website maintenance
- Available for occasional evenings and weekend events
- Flexible

Full-time, 37.5 hours a week. \$45,000 to \$60,000 depending on qualifications and experience. Full benefits. This is a grant funded position for up to five years.

The MassHire North Central Workforce Board is an Equal Opportunity Employer

Please submit resume/cover letter to:

MassHire North Central Workforce Investment Board  
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