



# 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**

### **Recruiter/Coordinator**

The Recruiter Program Coordinator will play an essential role in the implementation of the REMAKE Central Region Advanced Manufacturing Consortium ([remakema.com](http://remakema.com)) training program, reports directly to the Program Director and supports the partners of consortium with the state wide initiative to increase the number of skilled job seekers entering advanced manufacturing jobs.

#### **Duties**

- Continue with the strong relationships within consortium stakeholders: the four year and community colleges, career centers, technical high schools, local chambers of commerce, workforce boards, secondary schools, and employers to help facilitate program goals
- Implement a recruitment campaign to find potential participants for manufacturing trainings and job placement
- Provide support in the form of case management to help participants complete training
- Prepare and place training participants in manufacturing jobs
- Recruitment existing and new employers to hire enrolled participants
- Gather necessary application data from participants required to meet program goals
- Hold community info sessions and/or fairs to increase the awareness of advanced manufacturing
- Hold career fairs and job fairs to place participants with potential employers
- Data management and development of reports as directed by the program director
- Other duties as assigned

#### **Qualifications**

- Bachelor's degree preferred, or 2 years' proven job experience in a professional environment
- Creative, energetic and willing to be innovative to sell free training opportunities
- Strong ability to work individually and as part of a team
- Experienced in working 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
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**Full-time, 37.5 hours a week. \$50,000 to \$60,000 depending on qualifications and experience. Full benefits. All jobs at MassHire North Central Workforce Board are grant funded positions.**

**The MassHire North Central Workforce Board is an Equal Opportunity Employer**

**Please submit resume/cover letter to:**

**MassHire North Central Workforce Board  
Kelley French, Deputy Director  
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