

87 Tyler Street, 5th floor, Boston, MA 02111 Telephone: 617-426-9492 Fax: 617-482 -2316 [www.aaca-boston.org](http://www.aaca-boston.org)

**Workforce Development Program Manager**

**Reports to:** Chief Operating Officer  
**Hours:** Full-time position

**Position Summary:**

The Program Manager is responsible for oversight of a designated AACA workforce development job training program including supervising program staff and instructors, teaching, job placement, managing employer relations and supervision of outreach/recruitment activities and intake. Program Managers will also be tasked with development of additional job training programs in a sector to be determined.

**Responsibilities:**

* Oversee day-to-day operations of the designated program: Oversee program staff and ensure program quality. Recruit and manage instructors. Teach classes. Lead recruitment and placement processes. Facilitate program staff meetings.
* Develop and maintain relationships with employer partners, including individual employers and industry associations, and develop understanding of employer requirements and skills needed to fill vacancies.
* Develop job leads and interview opportunities for students through actively calling and visiting employers, describing our programs and students.
* Coordinate workshops with employer partners for educational and training purposes.
* Place graduates in employment, including helping participants complete applications, contacting employers on clients’ behalf, and prepping clients for job interviews.
* Oversee the outreach and recruitment activities for new students, which includes supervision of the Intake Coordinator and Outreach Specialist. Ensure that outreach plan is being met and that intake process is running smoothly.
* Participate in the testing and interviewing of new applicants for program admission.
* Develop and implement an individualized career plan for each student.
* Review and revise current and graduated students' resumes and cover letters prior to job application.
* Lead the development of an additional job training program(s) with the support of the COO and WFD Team, including labor market research, identifying and nurturing employer partners, development of curriculum, and launching the program
* Act as program manager for the new job training program(s) once launched, performing the same coordination, administration and placement tasks as aforementioned
* Collaborate with and contribute to the entire WFD Team to ensure the success of all job training activities at the agency
* Actively participate in agency-wide activities
* Participate in fundraising activities for agency
* Other duties as assigned

**To apply**, send resume and cover letter indicating the title of the position to:

HR Department

Asian American Civic Association

87 Tyler Street, 5th floor

Boston, MA 02111

Email: hr@aaca-boston.org