

**NAMC Training Manager**  
Job Description  
Northeast Advanced Manufacturing Consortium/North Shore WIB

Reports to: North Shore Workforce Investment Board Executive Director, in collaboration with the Executive Directors of the Greater Lowell, Metro North, and Merrimack Valley WIBs

Summary of Position:

This individual is responsible for the coordination of NAMC training and data tracking for the various NAMC training grants, awarded to WIBs across the NAMC region. NAMC training grants includes pre-employment training which may or may not have approval as pre-apprenticeship training, and post-employment training in the form of Registered Apprenticeships. Both these trainings have specific nuances requiring attention to detailed documentation and responsiveness to funding sources, collaboration with educational providers and career centers, and quality customer service to students and companies.

NAMC grants are funded through a variety of federal, state and local sources, and each include both common and unique rules, regulations, and processes that must be respected and documented. The Training Manager works as part of the NAMC Team with a variety of Partners in this role included WIBS, Career Centers, Educational Institutions, Economic Development Organizations, Community Organizations, and, most importantly, Manufacturers and Trainees, whether employed in manufacturing, under employed, or unemployed. The Coordinator must respond to the requirements of the funding sources AND to the various protocols of the Partners in the process so work is accomplished and grant goals are met.

Specific Responsibilities for pre-employment training:

- On a routine basis, convene Project Teams, or individual members, including WIBs, Career Centers, Community Colleges, Vocational Technical Schools, Companies, and others, to establish and manage training programs that work smoothly and result in quality employment opportunities and careers for students and quality talent for companies.
- Work with Partners to ensure that services provided to students and companies, including recruitment, assessment, case management, curriculum development, instruction, job placement, logistical issues, and other related grant activities are done at a high quality level and in compliance with grant requirements.

Specific Responsibilities for post employment, training, i.e., apprenticeships

- Work as part of the NAMC project team work with companies to prepare for the implementation of apprenticeship programs under the auspices of the North Shore WB as an apprenticeship sponsor. This includes communicating and interpreting apprenticeship rules, regulations, and protocols in a clear and user friendly manner so that apprenticeships under the auspices of the NSWB are successfully implemented within the letter and spirit of the law. Maintain all paperwork in an organized manner.
- Train and assist any staff responsible for assisting apprenticeship implementation, primarily career center and/or other WB staff carrying out these responsibilities.
- Communicate to companies and assist when problems occur to reverse issues and ensure satisfactory implementation and conclusion of apprenticeships
- Communicate with various partners, including other WBs and Career Centers, training providers, and other organizations about the apprenticeship program and assist in the growth and development of this important initiative.
- Provide input to the state apprenticeship team in regard to continuous quality improvement as the apprenticeship program expands and becomes sustainable

#### Specific responsibilities for all programs

- Assist with managing grants, in conjunction with the WIB staff, including following budget and program requirements, reporting to funding sources, entering information into data bases and/or assisting Partners to enter required data, and other duties as they arise.
- Participate in state-wide meetings with other grant recipients and grant funders when required or requested. Prepare report for review by NSWIB, NAMC leadership, and other WIB partners on an on-going basis and as required by funding sources, prior to submission.
- Involvement and support of project activities with other leveraged federal, state, and private funding sources,
- Ensure that the companies and students receive the support – financial and otherwise – for successful completion of the various programs.
- Bring issues to the project teams as they arise so problems can be solved as the project develops. Participate and/or lead Partner convenings to ensure that communication is clear, consistent, that work flows efficiently and effectively, and that innovations to this work happen to continually improve NAMC training services.
- Assist in evaluation activities as determined by the grant partners.

- As part of the NAMC Team, work to ensure the sustainability of all training programs that best meet the needs of the Manufacturing industry in the NAMC region.
- Other duties as they arise.

Qualifications:

1. Bachelors degree in related field
2. Experience working in the workforce development arena
3. Experience working in the manufacturing industry highly preferred
4. Experience working within a highly complex partnership model, with expertise in keeping partnerships cohesive and moving forward
5. Excellent communication skills, both verbally and in writing
6. Excellent attention to detail
7. Experience in working with public and private funding sources, completing reports and otherwise communicating to ensure efficient and complete expenditure of funds and fulfillment of project goals
8. Ability to create training opportunities for companies and job seekers within a highly complex grant-based environment.
9. Ability to influence organizations and people over which there is no direct oversight authority.
10. Ability to analyze complex government documentation requirements and participate successfully in discussions around how to make them user-friendly while fulfilling the requirements of the law.
11. Ability to work with boards of directors, and with Partners, providing them with information as needed and facilitating decisions based upon this information.