

Job Description: Program Manager

The Program Manager provides strategic leadership and operational oversight for workforce training initiatives and directs a team delivering entrepreneurship and business support services for historically disadvantaged entrepreneurs. This role ensures effective implementation of the NCCER training model, supervises program staff, manages outreach and cross-partner referrals, oversees budgets, and maintains compliance with funders and credentialing requirements. The Program Manager also organizes workshops and trainings, disseminates resource information, strengthens statewide entrepreneurial ecosystem efforts, and builds employer partnerships that drive successful job placement outcomes.

Key Responsibilities

Program Leadership

- Workforce training
 - Manage day-to-day operations of the training program across all sites
 - Supervise instructors, recruiters, and administrative staff
 - Coordinate program schedules, cohort launches, and graduation timelines
- Expanding access to entrepreneurship support,
 - Conduct outreach to identify potential entrepreneurs
 - Refer entrepreneurs when appropriate
 - Share relevant information about programs or resources that may benefit entrepreneurs
 - Support efforts to strengthen the local entrepreneurial ecosystem.

Budget and Financial Management

- Manage program budget
- Monitor expenditures for equipment, technology, and training materials
- Ensure financial compliance with grant or philanthropic funding sources

Employer Partnerships

- Develop relationships with construction employers
- Support placement pipelines for program graduates
- Coordinate employer engagement activities such as guest speakers and job site visits

Compliance and Reporting

- Ensure compliance with NCCER training standards
- Track program outcomes including enrollment, graduation, placement, and retention
- Prepare program reports for funders and leadership

Program Quality

- Monitor instructional delivery and student outcomes
- Lead continuous improvement of curriculum and training operations

Qualifications

- Bachelor's degree in workforce development, education, business, or related field
- 5+ years experience managing workforce or training programs
- 5+ years experience working with small businesses
- Experience working with construction or skilled trades preferred
- Strong leadership and program management skills.

Technical Skills

- Proficient with Microsoft Office applications, including Excel, Word, and PowerPoint
- Proficient with project management tools i.e., MS Project, Smartsheet
- Skilled in leveraging social media platforms for communication, engagement, and recruitment.