



Job Title: Workforce Development Project Manager

Location: East Orange, NJ

Reports To: Chief Operating Officer

Salary: \$60,000-\$70,000

Position Summary:

The Workforce Development Implementation Coordinator is responsible for designing, launching, and expanding workforce development skills training programs. This role requires a strategic thinker who can assess industry needs, collaborate with stakeholders, and develop comprehensive training programs that align with employer demands and workforce trends. The coordinator will oversee program development from concept to execution, ensuring that participants receive high-quality training that leads to meaningful employment opportunities.

Key Responsibilities:

Program Development & Implementation

- Design and develop new workforce development training programs.
- Identify and integrate industry-recognized credentials and certifications into training programs to enhance participant employability.
- Establish program goals, curriculum frameworks, and evaluation metrics to measure success and impact.
- Oversee program rollout, ensuring alignment with best practices, compliance requirements, and funding guidelines.
- Develop apprenticeship, internship, and on-the-job training opportunities to enhance participant experience.
- Coordinate with internal teams, training providers, and funders to align program objectives with organizational goals.
- Track program performance metrics, including enrollment, completion rates, job placements, and wage outcomes.
- Collect feedback from participants, instructors, and employers to improve program design and effectiveness.
- Implement innovative solutions to enhance training delivery, such as technology integration, virtual learning, and hands-on skill development.



Qualifications:

- Bachelor's degree in workforce development, education, business administration, public policy, or a related field.
- 3+ years of experience in workforce development, program management, or skills training initiatives.
- Strong understanding of labor market trends, industry-recognized credentials, employer needs, and training program design.
- Experience developing partnerships with employers, educational institutions, and community organizations.
- Excellent project management, organizational, and problem-solving skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong communication and stakeholder engagement abilities.

Please submit resumes to aduenas@jvsnj.org