



Job Description: Project Manager - Workforce Development (hybrid)

Background:

Minnesota Training Partnership (MTP) was incorporated as a 501c3 educational entity by the MN AFL-CIO, to advance equity by strengthening the pipeline of underserved populations into stable job opportunities, and upgrading incumbent worker skills. The MN AFL-CIO serves 350,000+ affiliate members, while belonging to the national AFL-CIO of over 12.5 million members. Under the MN AFL-CIO umbrella, MTP is uniquely positioned as the first union workforce development intermediary agency in the state.

MTP's mission is to create and enhance equitable pathways towards safe, meaningful, and sustainable careers through collaborative partnerships. Through intentional partnership with BIPOC communities, MTP is uniquely positioned to link more Minnesotans with the benefits that come from union membership and high-wage, high-demand employment. Together we are growing economic and career goals, strengthening the pipeline into stable job opportunities, and building a stronger, more vibrant workforce.

In FY21, through comprehensive and culturally affirming services, MTP proactively connected and equipped more than 1800 working people from underserved and underrepresented racial and gender groups with union employment. Expanding our reach in FY22, MTP secured local, regional, and national contracts across multiple industry sectors to prepare and advance multilingual and multicultural workers, providing workforce readiness, industry certifications, support services, and registered apprenticeship training, leading to strong union employment.

Position:

MTP is seeking a full-time hybrid (remote/onsite) project manager to prepare women of color, low-income women, and women over the age of 50 years, working closely with our community and union partners, to launch their career pathway and advance within the manufacturing and construction industries, earning high wages with benefits in secure union jobs.

The work of the Project Manager will include the following:

- a. **Work with partners on service delivery** in preparation, training, and employment programs
- b. **Equip community members** with navigation, documentation, strategy, support services
- c. **Facilitate participants relationships** through electronic and in-person discussions, reflections, trainings, job coordination, advancement, and retention with industry collaboration
- d. **Train** participants with employability and job search skills
- e. **Coordinate** technical skill trainings, certifications, and registered apprenticeships
- f. **Manage and document** milestones, services, resources, and communications
- g. **Other duties** as required to meet project goals

Required skills and experience

- a. 5 years experience with counseling, training, and/or workforce development programs
- b. Bachelor's degree in education, social work, psychology, healthcare, or related field
- c. Microsoft Office Suite proficiency
- d. Virtual and in-person training experience
- e. Strong interpersonal skills to connect with people of all backgrounds
- f. Strong organizational skills, demonstrated through data management

Preferred skills and experience

- g. 2 years experience with government workforce development programs
- h. 2 years experience with Workforce One and MAXIS
- i. Curriculum development/enhancement experience
- j. Spanish or Somali fluency
- k. Familiarity with unions

Pay and Benefits:

This is a union position earning \$51,000+/year DOQ, with a generous benefit package, including 401k of 9% salary, 100% paid medical/dental/vision premiums, car and cell allowance, 4 weeks vacation, and more. A car and valid driver's license are required. Location: Minneapolis-Saint Paul Metropolitan Area. Minnesota Training Partnership is an equal opportunity employer and, given our diverse participants we particularly encourage applications from women and people of color.

Interested applicants should send resume and cover letter: info@mntrainingpartnership.org .