



BOSTON WORKFORCE BOARD

Boston Private Industry Council
2 Oliver Street, 3rd Floor
Boston, Massachusetts 02109
617.488.1300

<u>POSITION:</u>	Program Assistant / Grant Support
<u>REPORTS TO:</u>	Assistant Director, Workforce Development
<u>JOB DESCRIPTION:</u>	Full-time position with benefits

The Boston Private Industry Council (PIC) is the city's Workforce Development Board and school-to-career intermediary. The mission of the PIC is to strengthen Boston's communities and its workforce by connecting youth and adults with education and employment opportunities that align with the needs of area employers. As Boston's MassHire Workforce Board, the PIC is responsible for developing and implementing industry sector partnerships that address the workforce needs of employers in the region and provide career opportunities for workforce development system participants in in-demand industry sectors or occupations. We fulfil this role by convening employers, workforce development organizations, educators, training providers and other key stakeholders to identify workforce skills needs and develop solutions to address them.

The Program Assistant is a member of the Workforce Development team at the Boston PIC. The Program Assistant will track grant program activities and outcomes to support various initiatives out of the MassHire Boston Workforce Board/Boston PIC. The Program Assistant will work closely with the Assistant Director of Workforce Development and the Workforce Development team to assist with grant outcome tracking, invoicing, and reporting.

GENERAL RESPONSIBILITIES:

- **Grant outcome tracking** – Support the implementation of plans outlined in grant contracts; track goals, participant training outcomes, and budget administration through communication with team members and grant partners.
- **Grant reporting** – Draft grant reports as needed for each grantor and work with team members to finalize reports.
- **Data analysis/industry trends** – track and manage program data, utilize internal data sources and publicly available data sources to inform practice, and attend labor market information training as needed/directed. Develop and maintain lists of quality training programs to connect partners to applicable grant opportunities and, when necessary, track and report outcomes.
- **Committee staffing and event management** – support the development of engaging agendas and meeting materials, track participation in Salesforce & other platforms for a

range of PIC events and externally sponsored events that are relevant to the PIC's mission/agenda.

- **Communications** – maintain a relevant presence on social media and through newsletters, and develop useful documents for engaging with employers. Draft board/council/committee memos.
- **Other Duties as assigned** – The PIC is a dynamic organization working in areas that are not always clearly defined, often responding to the short-term priorities of its institutional partners and funders. Consequently, individuals can expect a degree of variability in their work life.

DESIRED QUALIFICATIONS:

- Strong data entry and management skills
- Articulate and succinct writing skills
- Ability to manage multiple priorities, stakeholders, and deadlines simultaneously
- Ability to work collaboratively on a team to maximize outcomes and impact
- Associate degree with one to three years of relevant work experience. Relevant training certificates and work experience may be substituted for a college degree
- Experience in Greater Boston's priority industries of healthcare or IT, a plus

SALARY: \$45,000-\$50,000

HOW TO APPLY: Please submit a cover letter and resume to Abbey Weil, Employer Engagement Coordinator, at Abbey.Weil@BostonPIC.org

The Boston Private Industry Council is an equal opportunity employer committed to maintaining a work and learning environment free from discrimination based on sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.