Position: Employer Engagement Manager, STEM

Team: Employer Engagement

Reports To: Employer Engagement Director

FLSA Status: Exempt

Direct Reports: None

Background:

In addition to serving as Boston’s workforce development board, the Boston Private Industry Council is a non-profit organization employing over fifty staff members who convene partners, connect students to internships and career exploration activities, and provides the research and data analysis which guides the work.

Position Summary:

The STEM Employer Engagement Manager will reach out to STEM employers to connect them with BPS high school students and the schools they attend. The Manager will oversee the PIC’s relationship with STEM employers on key initiatives such as the Mayor’s Summer Jobs Campaign, school-year internships, career exploration activities, and pathway partnerships. The position is funded by Vertex Pharmaceuticals and will include a specific focus on Vertex priorities.

In addition, the Manager will represent the PIC at STEM convenings and events, both locally and those organized by the Massachusetts Executive Office of Education. The Manager also will look for opportunities to connect BPS graduates to jobs and internships, while collaborating with the PIC’s workforce development team in support of industry sector convenings, the career centers, and the adult education and workforce system.

General Responsibilities:

- **Employer relationship management** – maintain and strengthen a set of relationships with established employers; serve as primary liaison to other employers not currently as deeply affiliated with the PIC; identify and orient new employer partners; recruit targeted numbers of employers annually to host internships.

- **Business Development** - identify and build relationships with new companies, partners or professional organizations, with a heavy emphasis on life sciences, a dynamic and growing sector in the Boston area. Develop ongoing lists of employer prospects, assess level of employer engagement and deepen connections to the workforce and education systems.
• **Program & pathway development** – work with employer partners to develop quality internships, virtual and in-person, and other work-based learning experiences for a variety of populations, particularly high school students. Partner with Boston Public Schools and the Career and Technical Education department to increase employer participation in school-based innovation pathways, including Biotech, as well as early college models.

• **Communications** – provide systematic, proactive communication internally to colleagues regarding the status of employer engagement with the PIC, including willingness to provide career exploration and employment opportunities, to partner with education and training providers across priority populations, and willingness to participate/lead initiatives through committee convening.

• **Strategy development and committee staffing** – develop engaging agendas, prepare participants, follow up to ensure that progress is made between meetings as part of the overall pathway development plan. This may include: connecting employers with schools, assisting with Employer Network meetings, convening subsets of employer partners.

• **Communications** – maintain relevant presence on social media, develop useful documents for engaging with employers, students, job seekers, colleagues, and capturing effective employer practice(s) of their own and with the PIC; draft board/council/committee memos, develop educational collateral for staff and students/job seekers.

• **Event management** – track employer participation in a range of PIC events as well as externally sponsored events that are relevant to PIC mission/agenda. Serve as lead for yearly state wide STEM Week initiative, including attending planning meetings, lead internal planning for PIC-organized activities, promote on social media in collaboration with Communications Specialists and reporting back to the state.

• **Data entry** – responsible for recording all employer activity including summer jobs, school year engagement, employer requests and school engagement, as well as for generating reports on employer activity to share with colleagues and participating employers.

• **Data analysis of industry trends** – to meet the needs of local employers, utilize internal data sources to reflect on past performance, review publicly available data sources to inform practice, and, as needed, conduct focused qualitative and quantitative analysis of targeted occupations in the sector

• **Other duties as assigned** - The PIC is a dynamic organization working in areas that are not often clearly defined, often responding to the short-term priorities of its institutional partners and its funders.

**Desired Qualifications:**

• Three to five years of relevant work experience

• Account management, business development or sales experience

• Experience within STEM sector including Life Science and biotech, or familiarity with the issues relevant to the sector
• Familiarity with public education (K-12 and higher education) and workforce development
• Strong interpersonal, leadership, and project management skills
• Ability to manage multiple priorities, stakeholders, projects, and deadlines simultaneously
• Succinct writing and presentation skills
• Strong data entry and database management skills

**Working Conditions / Physical Requirements:**

• Typical office conditions and occasional visits to schools and employer sites. The PIC is willing to make reasonable accommodations for essential functions of the job that do not cause undue hardship.

*Please submit cover letter and resume to Nicole.Jensen@bostonpic.org no later than Friday January 7, 2022. Questions or requests for more information can be submitted to the same email address.*

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