



**POSITION:** Employer Account Manager, Information Technology

**REPORTS TO:** Employer Engagement Director

**JOB DESCRIPTION:**

The Employer Account Manager will work on the PIC team that conducts outreach and organizes activities to help employers pursue their workforce development and civic engagement objectives by connecting them to the populations the PIC serves in the Boston Public Schools, in postsecondary institutions, and in the adult education and workforce systems.

Each Employer Account Manager oversees relationships with anchor employers – those that are committed to the PIC mission and partner on key initiatives such as the Mayor’s Summer Jobs Campaign – as well as those still exploring deeper involvement with the communities within Boston through the PIC. The IT Employer Account Manager will assist the Employer Engagement Director in supporting TechHire Boston, a new network of IT employers and workforce development partners, dedicated to expanding and diversifying the talent available to the industry.

**GENERAL RESPONSIBILITIES:**

The job responsibilities appear below under the four PIC intermediary functions. The percentages are an estimate of the amount of time dedicated to each function over the course of the year, and the percentages will shift depending on the time of the year.

**Connect (60%)**

- **Outreach** – develop ongoing lists of employer prospects, assess level of employer engagement and deepen connections to the workforce and education systems, recruit targeted numbers of employers annually to host internships
- **Employer relationship management** – maintain a set of relationships with established employers and be the primary liaison to other employers not currently as deeply affiliated with the PIC
- **Program development** – work with employer partners to develop quality internships and other work-based learning experiences for a variety of populations, particularly high school students. This will include developing a cohort of IT/tech professionals to serve as guest speakers and informal mentors to high school youth interested in IT careers.

**Convene (30%)**

- **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 Tech Hire Boston implementation plan. This includes reaching out to education partners to foster career pathway development between high school and postsecondary institutions.

- **Communications** – maintain relevant presence on social media, develop useful documents for engaging with employers, 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

#### Measure (5%)

- **Data analysis/stay abreast 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 on occasion conduct focused qualitative and quantitative studies

#### Sustain (5%)

- **Resource development** – identify areas for future investments to advance the employer engagement agenda, bring appropriate partners to the table, some grant writing

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. Consequently, individuals can expect a high degree of variability in their work life.

#### **DESIRED QUALIFICATIONS:**

1. Experience within the information technology sector or deep familiarity with the issues relevant to the sector
2. Familiarity with public education (K-12 and higher education) and workforce development
3. Strong interpersonal, leadership, and project management skills
4. Ability to manage multiple priorities, stakeholders, projects, and deadlines simultaneously
5. Outreach or sales experience
6. Succinct writing and presentation skills
7. Strong data entry and database management skills, as well as sophisticated analytical skills
8. Flexibility, a sense of humor, and a passion for learning
9. Bachelor's Degree with a minimum of five years of relevant work experience

Please submit cover letter and resume to Alysia Ordway at [alysia.ordway@bostonpic.org](mailto:alysia.ordway@bostonpic.org) by Friday, September 15.