



Position: Manager, Projects and Initiatives

Reports To: Senior Manager of Manufacturing Sector Partnership

Status: Exempt

Scope of Position

The Manager, Projects and Initiatives is a member of the Greater Akron Chamber's Workforce Initiatives team, ConxusNEO. The Manager will play a key role in monitoring activities designed to connect manufacturing companies with a skilled workforce. This work is part of a regional, three-year, grant-funded effort to connect underrepresented, underserved people with training opportunities and include them in the talent pipeline for jobs in the manufacturing sector.

Grant Overview

The Ohio Manufacturers Association's (OMA) was awarded \$23,492,808 from the U.S. Economic Development Administration's American Rescue Plan Act Good Jobs Challenge program. ConxusNEO is a subrecipient of the three-year award and will be responsible for executing an OMA-developed, evidence-based WorkAdvance model to prepare a future workforce. The strategy, which gives employers the opportunity to build a workforce trained to their specific needs, includes recruiting, pre-screening, preparing job skills training, onboarding, and ongoing support and job coaching components. Our plan is to accomplish most of this work by collaborating with local community-based organizations who serve underrepresented, underserved people in the greater Akron region.

The grant term is September 2022 through August 2025, and the Manager role is directly tied to this source of funding.

Essential Functions

This role will involve overall project management services that result in meeting grant deliverables, including but not limited to:

- **Project management:** Manage project plan, timelines, and project deliverables of implementing the WorkAdvance model throughout Summit and Portage counties. This includes day-to-day coordination of the work.
- **Database collection and administration:** Work collaboratively with partners to develop processes to collect required data on participants and companies and monitor the database to ensure it is complete and accurate. Utilize databases to maintain participant data, contacts, summarize meeting discussions and generate and track related follow-up activity, performance, and outcome activity.
- **Reporting:** Assist in the creation, execution and reporting associated with grants. Create and maintain forecasts to ensure goals are met and report progress using pre-established grant guidelines.

- **Partner engagement:** Work with Senior Manager, Talent Relations to identify partners (community-based organizations, training partners, etc.) who recruit and train individuals with the skills and certifications that manufacturers need.
- **Administrative support:** Help us connect the dots with internal and external stakeholders by ensuring scheduling, coordination, meeting prep and meeting support for ConxusNEO.
- **Additional duties as assigned:** Have the flexibility to assist in various capacities to advance ConxusNEO and our employer partners' workforce priorities.

Required Education, Experience, and Skills

- Bachelor's degree, associate degree, or relevant certification in business administration, communications, or related field.
- Excellent verbal and written communications skills.
- Proven ability to think creatively and take initiative.
- Proficiency in Microsoft Office Suite (Word, Excel, and PowerPoint) and Microsoft Outlook.
- Strong project management, organizational skills, and attention to detail.
- Ability to work collaboratively, problem solve and achieve consensus with multiple stakeholders.
- Ability to handle multiple requests and variety of responsibilities simultaneously.
- Self-starter, independent worker; able to see projects through to completion with minimal supervision.

OTHER CONSIDERATIONS:

- May be required to work more than 8 hours during a workday.
- Must be able to remain in a stationary position 50% of the time.
- Occasionally moves office materials and/or supplies weighing up to 25 pounds throughout the office.

SCHEDULING REQUIREMENTS:

- Must be available to work occasional off-hours.
- Must be available during standard business hours.
- While this position is based in the GAC (Greater Akron Chamber) ConxusNEO office location in Akron, OH, aspects of this role may be fulfilled through periodic telecommuting as determined appropriate and in conjunction with project supervision.
- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

About ConxusNEO and the Greater Akron Chamber

ConxusNEO is a collaboration of key workforce ecosystem partners and stakeholders that serve Summit County and the Greater Akron region, ensuring that their efforts are informed by data, connected, and aligned for maximum impact and outcomes in support of both employers and the region's talent. ConxusNEO enables workforce development providers to operate as an effective, efficient system.

The Greater Akron Chamber works on behalf of the business community to drive investment, employment, and economic growth in the region. ConxusNEO's work is staffed and supported by a dedicated team within the Greater Akron Chamber focused on delivering results for the region's workforce priorities.

**WorkAdvance is an evidence-based model where participants prepare for and gain quality jobs that offer opportunities for career growth; and receive career coaching to assist them on a path to advancing in their careers.*

Send resume to careers@greaterakronchamber.org by **Friday, April 21, 2023**.