



POSITION: Employer Engagement Manager, Healthcare

REPORTS TO: Employer Engagement Director

JOB DESCRIPTION:

The Employer Engagement Manager will work on the PIC team that conducts outreach and organizes activities to facilitate employers pursuing 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 Engagement 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 Manager will lead staffing of the Boston Healthcare Careers Consortium (Consortium) under the direction of the Employer Engagement Director with input and guidance from the Consortium’s Chair and Executive Committee, which is comprised of representatives from healthcare, postsecondary, and workforce sectors.

GENERAL RESPONSIBILITIES:

The job responsibilities appear below under the four PIC intermediary functions. At least fifty percent of the engagement manager’s time will be dedicated to staffing the work of the Consortium and the other half will support internship program activity.

Convene

- **Strategy development and committee staffing** – support the convening of the Consortium and its executive committee to execute Consortium priorities; develop engaging agendas, prepare participants, write meeting minutes, follow up to ensure that progress is made between meetings, make course adjustments as needed
- **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; monitor healthcare-related news and relevant policies as they pertain to shaping the workforce, disseminate information in a timely manner to stakeholders
- **Event management** – track employer participation in a range of PIC events as well as externally sponsored events that are relevant to the PIC mission/agenda; recruit speakers to share expertise with the Consortium

Connect

- **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 and participate in the Consortium

- **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; identify and orient new employer partners to the PIC and its initiatives, recruit and onboard new members to the Consortium
- **Program & pathway development** – work with employer partners to develop quality internships and other work-based learning experiences for a variety of populations, particularly high school students, as well as targeted adult populations for up-skilling
- **Communications** – provide systematic, proactive communication internally to colleagues regarding the status of employers’ 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

Measure

- **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 to conduct focused qualitative and quantitative studies of targeted occupations in the sector

Sustain

- **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 healthcare sector or deep familiarity with the issues relevant to the sector
2. Familiarity with public education (K-12 and postsecondary 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

SALARY RANGE: \$45,000 - \$65,000

HOW TO APPLY: Please submit resume and cover letter to Alysia Ordway, Employer Engagement Director by November 22, 2017. alysia.ordway@bostonpic.org.

Updated 11/6/2017