



POSITION: Employer Engagement Manager

REPORTS TO: Employer Engagement Director

JOB DESCRIPTION:

The Employer Engagement (EE) Manager will oversee the PIC's relationship with employers on key initiatives such as the Mayor's Summer Jobs Campaign, school-year internships, career exploration activities, and pathway partnerships. The Manager will reach out to Tech/IT/Digital Media and other STEM employers to connect them with BPS high school students and the schools they attend.

In addition, the EE Manager will seek 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 the initiatives of the PIC / MassHire Boston Workforce Board and other employers not currently as deeply affiliated with the PIC; recruit targeted numbers of employers annually to host internships. Increase contribution of employers with an emphasis on Tech/IT/Digital Media career pathways.
- **Business development** – identify and build relationships with new companies, partners, or professional organizations, with a heavy emphasis on Tech/IT/Digital Media. Develop ongoing lists of employer prospects, assess the level of employer engagement, and deepen connections to the workforce and education systems in Boston. Seek out and execute new partnerships for bootcamps and career exploration opportunities for youth and adults.
- **Program & pathway development** – work with employers to develop quality internships and other work-based learning experiences for a variety of populations. Collaborate with Boston Public Schools and the Career and Technical Education department to increase employer partnership in school-based innovation pathways and early college models. Explore grant opportunities and strengthen partnerships between training providers and local employers (i.e. community college IT training pathways).
- **Workforce development collaboration** – collaborate with the PIC's Workforce Development team to promote career exploration in IT. Support the TechHire Boston initiative, a convening of organizations, resources, events, and ideas committed to building a more diverse, equitable and inclusive technology workforce in the Boston area. Promote job training programs and providers to leverage public funding opportunities, in line with the PIC's role as Boston's MassHire Workforce Board.

- **Event management and convening** – provide support for PIC events which may include connecting employers with school-based events, assisting with Employer Network meetings, convening subsets of employer partners and serve as co-lead for yearly statewide STEM week initiative. This may include attending planning meetings, developing agendas, supporting statewide partnerships, and leading internal planning for PIC-organized activities.
- **Communications** – work with the communications department to provide systematic, proactive communication internally and externally on the status of employer engagement with the PIC. Work with partners to provide career exploration and employment opportunities, to collaborate with education and training providers across priority populations.
- **Data entry** – record all employer activity including summer jobs, school year engagement, employer requests and school engagement in the PIC’s internal data systems. Generate reports on employer activity to share with colleagues, funders and other partners as needed.

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:

- Experience within Tech/IT/Digital Media, or familiarity with the workforce development needs relevant to the sector
- Sales experience, account management or business development
- 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 (Salesforce)
- Three to five years of relevant work experience

SALARY RANGE: \$62,000-\$72,000

HOW TO APPLY: Please submit cover letter and resume to Sabrina Haskins at sabrina.haskins@bostonpic.org by October 18th