



POSITION: Employer Engagement Manager (Healthcare)

REPORTS TO: Employer Engagement Director

JOB DESCRIPTION:

The Employer Engagement Manager (Healthcare) will reach out to healthcare employers to connect them with BPS high school students and the schools they attend. The 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. In addition, the manager will collaborate 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; identify, recruit, and orient new employer partners to host internships and career exploration activities; and serve as primary liaison to other healthcare employers currently less affiliated with the PIC.
- **Business development** – develop ongoing lists of employer prospects, increase the level of employer engagement among current partners, and deepen connections to the workforce and education systems in Boston. Seek out and execute new partnerships for bootcamps and career exploration opportunities.
- **Program & pathway development** – work with employer partners to develop quality internships and other work-based learning experiences for high school students. Partner with Boston Public Schools and the Career and Technical Education department (CTE) to increase employer partnership in school-based innovation career pathways, as well as early college and CTE programs.
- **Event management, convening, and communications**– provide support for PIC events which may include connecting employers with school-based events, school vacation bootcamps, assisting with Employer Network meetings, convening subsets of employer partners and organizing Sector Preview Days. This may include attending planning meetings, developing agendas, leading internal planning for PIC-organized activities, promoting social media in collaboration with the PIC's Communications Specialist, and following up with partners. Provide systematic, proactive communication internally to colleagues, as well as externally, regarding the status of employer engagement with the PIC

- **Data entry** – record all employer activity including summer jobs and internships, school year activities, employer requests, and individual school engagement. Generate reports on employer activity to share with colleagues, and participating employers, and other stakeholders as necessary and appropriate.
- **Other duties as assigned.**

DESIRED QUALIFICATIONS:

- Experience with or within the healthcare industry and familiarity with issues relevant to the sector
- Account management, business development, or sales experience
- 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 experience a plus
- Three to five years of relevant work experience

SALARY RANGE: \$60,000-\$65,000

HOW TO APPLY: Submit cover letter and resume to Inanna Pickering at inanna.pickering@bostonpic.org