



POSITION: Program Manager

REPORTS TO: Director of Research & Strategy, Boston Private Industry Council and Manager of Data, Research, and Evaluation, Office of Youth Employment and Opportunity, (YEO), City of Boston

POSITION TYPE: Full-Time/ Grant funded

JOB DESCRIPTION:

The Boston Private Industry Council (PIC), in partnership with the Mayor's Office of Youth Employment & Opportunity (YEO), Boston Public Schools (BPS), and Northeastern University's Dukakis Center, seeks a highly organized and collaborative Program Manager to lead the **Health Experiential Learning Pathways (HELP-PILOT)** initiative. This innovative three-year pilot is designed to link high school healthcare curricula directly to summer employment, creating a structured career ladder for 50 students enrolled in a BPS Health pathway.

The Program Manager will serve as the central operational hub for this four-partner collaboration. Starting after the initial school selection process, the Manager will act as the primary liaison for the selected pilot pathways and ensure all project milestones—from student recruitment to placement in jobs and internships—are met with professional rigor. The Program Manager will receive supervision from the PIC and YEO and will work closely with staff from both organizations to implement this pilot.

Primary Responsibilities

- **Cross-Sector Coordination:** Lead and facilitate monthly partnership meetings between YEO, BPS, PIC, and Northeastern University to ensure program fidelity and strategic alignment.
- **School Liaison:** Act as the primary point of contact for the pilot schools selected by BPS, supporting school leadership and teachers in the day-to-day implementation of pilot activities, while also ensuring the PIC Career Specialist has the knowledge to support the initiative
- **Project Governance:** Manage the comprehensive project timeline, ensuring all phases—from student recruitment to summer job and internship placement and support with post-graduation job placement in Year 3—are executed on schedule.
- **Stakeholder Engagement:** Coordinate the Cross-Sector Advisory Board and a "Community of Practice" consisting of BPS teachers and healthcare industry leaders to refine work readiness curriculum and skill development.
- **Data & Evaluation Support:** Partner closely with the Northeastern University research team to facilitate the collection of administrative data, surveys, and interviews required for the program's process and impacts evaluation.

- **Student Pathway Management:** Collaborate with YEO and PIC staff to support the matching process for student internships and ensure that work-based learning experiences are properly documented in the BPS MyCAP system and PIC student management system.
- **Student Support:** Provide direct support to students to help them access placement opportunities and to coordinate wrap around supports, when needed. This includes providing support with applying to summer opportunities and assisting with interviewing and onboarding, as needed, in collaboration with the PIC's career specialists.

DESIRED QUALIFICATIONS:

- **Collaboration & Stakeholder Management:** Proven excellence in collaborating at all levels with diverse stakeholders.
- **Project Management:** Exceptional organizational skills with the ability to keep a multi-year, multi-partner project moving forward through complex administrative cycles.
- **Professional Communication:** Strong writing and presentation skills suitable for reporting to academic partners, city officials, and private sector healthcare leaders.
- **Educational & Workforce Knowledge:** Familiarity with Boston Public Schools, Career and Technical Education (CTE) pathways, or youth workforce development systems is highly preferred.
- **Data Aptitude:** Comfort working with data systems and researchers to track participant progress and support evidence-based decision-making.
- **Commitment to Equity:** A dedication to serving vulnerable student populations, including English Language Learners (ELL), immigrant youth, and students with disabilities.
- **Education:** Bachelor's degree is strongly preferred.

SALARY RANGE: \$65,000

HOW TO APPLY: Please submit cover letter and resume to inanna.pickering@bostonpic.org by Friday, September 18th.

ABOUT THE PIC:

For more than 46 years, the PIC has worked at the intersection of education and workforce development to connect Boston residents to promising career pathways, while creating a diverse talent pipeline for local employers. Our work is grounded in the belief that meaningful employment changes lives, lifts people out of poverty, and strengthens the local economy. The PIC strives to embed equity-minded practices in all we do in order to address implicit bias, encourage cultural awareness, and implement asset-based approaches.

The mission of the PIC is to strengthen Boston's communities and its workforce by connecting youth and adults with education and employment opportunities that prepare them to meet the skill demands of employers in a dynamic economy.

The Boston Private Industry Council, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic under applicable law.