



Project Lead – Transportation Assistance

Job Posting Announcement

Posting Date: December 9, 2021

Classification: Grant Services Specialist III

Salary Range: \$60k

Status: Temporary Benefits Eligible

Location: 417 E. Fayette Street Suite 468, Baltimore MD 21202

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. At MOED, we view our mission broadly to deliver *economic justice to our city!* To us, economic justice means creating an equitable workforce system for all residents – especially those who have been generationally and systemically disadvantaged – one that is responsive to their needs and ensures viable economic opportunities. Our vision is for all City residents to maximize their career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Position Overview:

This grant-supported position is funded by Baltimore City's American Rescue Plan Act (ARPA) allocation, with funding available through 2023. ARPA workforce programs will provide residents an opportunity for meaningful work, financial stability, and a hopeful future as the City recovers from the public health and economic crises of the pandemic. MOED's programs will serve residents citywide and prioritize disadvantaged workers who are unemployed or underemployed due to COVID-19. Programs include apprenticeships, sector-based occupational training (Train Up), transitional employment (Hire Up), support services (including legal and behavioral health services, financial empowerment counseling, and adult education), summer youth employment and school-time job readiness training (YouthWorks), wage subsidies for small, minority-owned businesses, transportation assistance, and the expansion of MOED's community job hubs network.

The Project Lead will implement and manage a transportation initiative that aims to close short-term transportation gaps related to access to job training, interviews and employment. The Project Lead must have the ability to interpret, explain, and apply sound principles to execute this initiative in accordance with ARPA and MOED's policies and procedures.

Essential Duties and Responsibilities

- Lead the transportation initiative to increase access and mitigate barriers to employment and training;
- Manage all aspects of program development and implementation of a new support service initiative within the guidelines and regulations of the grant/funding source;
- Oversee procurement activities and invoices related to the grant, vendors and contracts;

- Cultivate and reinforce public and private partnership to ensure program availability, accessibility and participation
- Act as a communication lead by scheduling and leading meetings, preparing internal and external agendas, meeting notes and status reports for internal and external stakeholders;
- Develop and manage project timelines and budgets;
- Manage all resources of this project and interface with internal stakeholders on a regular basis
- Track and monitor participant enrollments in the Maryland Workforce Exchange;
- Establish policies and standard operating procedures and process designed to ensure that program is in compliance with local, state and federal guidelines, and meeting established goals;
- Responsible for maintaining and monitoring compliance with federal and state rules and Regulations;
- Track, monitor and approve expenditures in accordance with budget;
- Evaluate all elements of this transportation initiative on a continuing basis;

Knowledge, Skills and Abilities

- Ability to lead a team to accomplish shared vision and goals
- Thorough knowledge of workforce development services and programs
- Knowledge of employment and training practices that help low-wage residents advance to high wage jobs
- Ability to design, implement and manage employment programs including fiscal, personnel or administrative aspects
- Experience using data to manage performance
- Knowledge of Management Information Systems preferred
- Ability develop and manage a budget including periodic reviews and reports
- Ability to establish and maintain effective working relationships with other agencies (federal, state and local), public and private agencies, community partners, and MOED associates
- Ability to communicate effectively both orally and in writing, and make presentations to diverse groups including the public, agency leaders, elected officials, and community partners.
- Knowledge of structural challenges that make it difficult for unemployed residents and low-wage workers to obtain, retain and advance
- Ability to assign and review the work of subordinate employees
- Must be computer-literate and familiar with word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.)

Minimum Required Education and Experience:

- Bachelor's degree in Business Administration, Project Management, Public Policy/Administration or related field from an accredited college or university and
- 4 years of experience in leading human services initiatives, coordinating and monitoring cases involving the provision of health, social, vocational or rehabilitation services to clients or
- An equivalent combination of education and experience

Interested applicants may apply via this [link](#).