



Project Manager, Hire Up **Job Posting Announcement**

Posting Date: 04/16/2021 (*revised 04/29/2021*)

Posting Number: 1363584

Salary Range: High \$50k to Mid \$60k

Status: Temporary (estimated one- year grant)

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 to have the human resources to grow and prosper – a workforce system that works.

Position Overview

This position is funded through Maryland state RELIEF Act funds. This is a grant-funded position with funding available through June 2022. The Project Manager will manage Hire Up and report to the Agency Director but will interact with leadership and staff across the agency. The Project Manager will manage and monitor activities of participants, staff, and partners under the initiative.

Hire Up is a transitional jobs program designed to aid disadvantaged job seekers in the city's economic recovery from the COVID-19 crisis. MOED will partner with other city agencies and nonprofit organizations with workforce needs on projects that might otherwise be unstaffed. Hire Up serves a dual purpose: (1) providing transitional work to help residents get back to work and earn critical wages to meet basic needs after a period of unemployment or underemployment, and (2) improving city services. The initiative will benefit all city residents, as well as city visitors, by making parks, streets, recreation centers, and public events cleaner, safer, and more welcoming.

Hire Up will provide short-term subsidized employment and occupational training to unemployed and underemployed Baltimore residents. MOED seeks to serve at least 500 residents through the program. MOED will screen applicants and provide workforce supports, including career navigation, throughout employment. MOED will assist with placement into unsubsidized employment following program participation. Occupational training will be available for program participants who wish to advance their skills and obtain credentials.

The ideal candidate will have a sharp attention to detail, strong communication skills, experience in project management, and experience in workforce development or other related fields. They will have experience with data collection and analysis and an ability to work with a diverse set of stakeholders.

Essential Duties and Responsibilities

- Leads Hire Up to help unemployed city residents go to work, earn a wage, and advance to prosperity
- Manage all aspects of program development and implementation of a new workforce program within the guidelines and regulations of the grant/funding source. Key oversight areas include:

- Recruitment of residents into the program
- Provision of job readiness to candidates prior to the start of work
- Development of appropriate transitional work opportunities
- Coordination of appropriate supports, including career navigation and support services
- Engagement of worksite supervisors to ensure work is meeting expectations and participants are making progress
- Linkages to occupational training to promote full utilization
- Coordination of transition into more permanent post-transitional employment opportunities
- Data collection and analysis to inform the work and course correct as appropriate
- Lead monthly convenings with team leaders and quarterly meetings with training providers and other community stakeholders to ensure implementation in accordance to scope of work and to achieve grant deliverables
- Oversee program's budget, obligations, and expenses in coordination with the agency CFO or designee
- Oversee procurement activities and invoices related to the grant, vendors, and contracts
- Develop outreach strategy, manage and conduct outreach to community leaders, and identify potential collaborations to ensure grant activities are available to eligible participants
- Oversee data entry to ensure job seeker and employer information in the Maryland Workforce Exchange is accurate and up to date
- Provide analysis and recommendations to make changes
- Compile and/or prepare monthly reports to agency leadership
- Meet deadlines and complete work in an accurate, thorough, and timely manner
- Manage all recordkeeping for grant compliance, monitoring, and auditing purposes
- Represent the agency in various committees or workgroups related to the grant's scope
- Establish and maintain effective working relationships with grant funders, MOED managers, and management-level personnel from federal, state, local and other organizations
- Provide technical guidance to vendors and staff to increase knowledge and/or resolve issues or challenges with meeting grant goals
- Perform other related duties as required

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 to 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 to 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 and retain employment
- Ability to assign and review the work of subordinate employees
- Ability to use word processing, spreadsheet, and database applications (i.e., MS Word, Excel, Access, etc.)

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 and coordinating/monitoring cases involving the provision of health, social, vocational or rehabilitation services to clients, or
- An equivalent combination of education and experience

Additional Requirements:

- Access to a computer or laptop with a microphone, camera and high-speed internet capabilities
- Ability to pass a mandatory criminal background check and drug screen
- Ability to work hybrid schedule (telework and onsite as scheduled for operational needs)

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

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider