



PROJECT MANAGER, Small, Minority- and Women-Owned Business Wage Subsidy Job Posting Announcement

Posting Date: August 17, 2021

Classification: Grant Services Specialist III

Salary Range: \$60,000-\$75,000

Status: Temporary Benefits Eligible

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 every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

This position is part of Baltimore City's COVID-19 employment recovery strategy, which is funded through the American Rescue Plan Act. The Mayor's Office of Employment Development (MOED) is working with public and private partners to provide occupational training, apprenticeships, subsidized work, supportive services, transportation assistance, and small business subsidies to city residents and small businesses negatively impacted by the coronavirus pandemic. We will prioritize unemployed and underemployed residents and particularly our most disadvantaged jobseekers, including returning citizens, opportunity youth, and public assistance recipients. These programs will increase access to opportunity, promote local job growth, support low-income households, benefit historically underinvested neighborhoods, and create wealth in communities of color. They will also help the city become cleaner, safer, and more welcoming.

Position Overview

The Minority and Small Business Manager is responsible for planning, administering, coordinating and executing the Mayor's Office of Workforce Development's wage subsidy program for local small, minority, and women owned businesses. The **Project Manager** will work with businesses to apply for MOED's wage subsidy program. The position will also have responsibility for ensuring that businesses hire or rehire unemployed or underemployed city residents.

Essential Duties and Responsibilities

- Conduct onsite visits and outreach to businesses and industry to develop new relationships and strengthen existing relationships.
- Develop promotional, marketing materials, and news releases for the wage subsidy program. Use various strategies including social and print media and in-person events.
- Organize, plan, and execute events supporting MOED's Employer Services division.
- Host and facilitate informational sessions and roundtable events with local industry groups and associations, to engage prospective new employers and partners.

- Collaborate with staff from the Baltimore Development Corporation to assist businesses with economic development resources.
- Collaborate with a wide variety of business, industry, governmental, social service, and community organizations to recruit potential employees; work with team members for recruitment.
- Partner with Employer Services team members to engage potential employers to provide internships, work based learning and employment opportunities for city residents.
- Collaborate with partners to stay informed about workforce development trends and hiring needs; coordinate monthly meetings with wage subsidy program employers and jobseekers.
- Perform assigned duties in a manner consistent with the mission, goals and core values of the Mayor's Office of Employment Development and the City of Baltimore.
- Use and promote work and learn strategies including internships, and on the job training and employee training.
- Collaborates with partners, and staff to promote a unified approach to program delivery.
- Serves on local and state committees to represent the Mayor's Office of Employment Development.
- Manage files and data system for accuracy at a level that will ensure compliance.
- Other duties as assigned.

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 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](#).

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

