



***AFL-CIO Working for America Institute
Project Manager***

Job Title: Project Manager

Department: AFL-CIO Working for America Institute, based in the AFL-CIO Technology Institute

Reports to: Deputy Director of the Working for America Institute

The AFL-CIO Working for America Institute (WAI) is a non-profit, 501(c) (3) national workforce development organization for the Labor movement. The WAI assists unions, employers, labor-management partnerships, the workforce system, and community organizations by providing technical assistance, education, leadership development and policy analysis. The WAI implements employment, apprenticeship, and training-related services that help to create, expand, and retain high quality jobs.

The WAI is seeking to hire a Project Manager who will work with the executive director and deputy director to design, develop, implement, and manage the creation of high quality pre-apprenticeship training content and curriculum to prepare workers for careers in the manufacturing sector. The Project Manager will lead project design and implementation, including ensuring the projects meets performance and other objectives and that funds are used in accordance with the terms and conditions of any grants.

The position is based in Washington, D.C. and reports to the Deputy Director. Our hybrid schedule allows up to two days per week of remote work.

Description

Project Leadership and Design

- Lead the design and implementation of the project, which is currently in its inception phase
- Design and lead the development of a new universal pre-apprenticeship/career and technical education curriculum to prepare workers for manufacturing entry-level jobs.
- Manage the convening of a table of employers, labor unions, workforce development organizations, industry associations, and others who will together develop the curriculum
- Develop and implement associated high-quality training utilizing the core curriculum

Project Implementation

- Work with the Deputy Director and project partners to develop and implement project strategies, goals, and objectives.
- Develop and oversee short, medium, and long-term workplans for several phases of work – including design, development, adoption, implementation, scaling, and maintenance– to ensure that activities, outcomes, and deliverables are achieved.
- Develop promising practices to deliver project outcomes and gather models of best practices for replication and expansion
- Lead pilot testing of the newly designed curriculum.
- In the longer term, lead updates to and maintenance of the curriculum.

Partner management

- In collaboration with the executive director and deputy director, establish and maintain strategic partnerships and relationships with senior-level representatives of unions, employers, training providers, government officials, philanthropy organizations, and others.
- Coordinate and lead meetings and communications with partners

Communications and administrative oversight

- In conjunction with the Executive Director and Deputy Director, hire and manage a team of project support staff, consultants, and contractors
- Identify opportunities to communicate project successes.
- Support project communications strategies and contribute to external communications, including outreach materials, website content, and materials and information for funders, the Board of Directors, and the AFL-CIO.
- Track project budgets and expenditures and assist the Deputy Director in reviewing and managing the budgets.
- Oversee organization and maintenance of project files.

Support WAI growth and operations

- Identify opportunities to leverage resources to meet project objectives.
- Assist the grant writer in writing persuasive project narrative to support soliciting funding requests and project budgets
- Assist the WAI staff in establishing annual planning and budgeting priorities to advance the WAI's goals.
- Participate in WAI meetings and prepare written and oral reports as required.
- Work with Operations and Finance Director to prepare and submit financial, budget and project reports required by funders.
- Contribute to future development opportunities and funding proposals.
- Perform other related duties as assigned.

Knowledge and Skill Requirements

- Five or more years of project management experience, preferably in a labor related organization.
- Knowledge of or experience in curriculum development preferred.
- Demonstrated experience in manufacturing workforce development strongly preferred.
- Demonstrated experience , working with union training programs; labor-management workforce intermediaries; and/orcollectively bargained training programs strongly preferred.
- Demonstrated knowledge of the structure and operations of the AFL-CIO, state and local labor federations, and international/national union affiliates preferred.
- Demonstrated ability to work independently within the context of a plan as part of a larger team in both a lead and a support role.
- Computer proficiency is required: database, spreadsheet, e-mail, internet and word processing skills including Google suite.
- Effective time management skills, including prioritizing and managing multiple tasks, project planning and implementation, and demonstrated experience in developing personal work plans and goals.
- Excellent organizational skills and attention to detail.
- Strong written and oral communication skills.
- Ability to travel and stay overnight for conferences, meetings and work-related events.

The AFL-CIO Technology Institute is an equal opportunity employer

Salary range: \$120,000-\$130,000

The AFL-CIO Technology Institute and Working for America Institute offer a generous compensation package, including excellent health insurance and pension.

Please note, the AFL-CIO Technology Institute and Working for America Institute require all staff to be fully vaccinated unless granted a medical or religious exemptions as set for in EEOC guidelines.

To apply: Please submit a cover letter and resume to cbieber@workingforamerica.org.