

Program Manager - Green Jobs Academy

Full Time Management

Marlborough, MA, US

[APPLY](#)

SUMMARY

Oversee the operations of Green Jobs Academy (GJA) at South Middlesex Opportunity Council (SMOC) including resource development, financial management, and cultivation of new opportunities for expansion and long-term viability. GJA is an IREC-accredited and DOE-approved training center specializing in residential weatherization trainings and provides continuing education units (CEUs) for MA Construction Supervisor License and Business Performance Institute (BPI).

PRIMARY RESPONSIBILITIES

- Manage the operational and fiscal activities of the program/department to include: staffing levels, budgets, and financial goals, with input from Division Director
- Manage all grants and contracts to maximize revenue and attainment of outcomes
- Identify and pursue new opportunities for growth and sustainability of the program
- Recruit, manage, develop, and evaluate staff by providing timely mentoring, training and performance management
- Partner with management and staff in structuring and implementing the program design
- Develop strong external relationships with funders, community partners, and trainers/contractors to support growth and regional expansion efforts
- Monitor key performance metrics and provide regular program updates as requested
- Provide oversight of financial reporting and billing by partnering with the Finance department
- Ensure accurate student/trainee files and provide necessary course data per program requirements
- Audit the program on a regular basis and make recommendations for changes/improvements
- Routinely monitor trainee and trainer/contractor satisfaction
- Ensure all industry standards compliance certifications and accreditations are maintained in active status
- Participate in supervision, SMOC committees and multi-disciplinary teams as required
- Engage all clients by understanding and addressing their needs whether within or outside the scope of work
- Lead and participate in team meetings and communicate effectively with clients and staff in other areas
- Maintain confidentiality of client, employee and agency information in accordance with federal and state laws and funder requirements
- Ensure compliance with program/department/funder requirements, and SMOC policies & procedures
- Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

- Bachelor's degree or equivalent work experience required
- Minimum 5 years of program management experience, preferably in a Human Services, nonprofit, or vocational environment
- Outreach, marketing and/or sales experience preferred
- Results-driven with highly developed interpersonal skills, excellent oral presentation and written skills – especially correspondence with funders and prospects
- Comfortable operating in a nonprofit, resource-limited environment
- Energized by the opportunity to support/expand the GJA program
- Positive, collaborative work ethic and ability to cultivate partnerships
- Proven computer skills in Microsoft Office
- Experience with online billing systems or ecommerce systems
- Valid driver's license, reliable transportation and ability to meet insurance standards

PHYSICAL REQUIREMENTS

- Must be able to travel to local and regional meetings in personal vehicle
- Must be willing to travel on a limited basis to national trainings or meetings
- Must be able to sit or stand for a prolonged period
- Must be able to operate a computer and complete extensive paperwork

ORGANIZATIONAL RELATIONSHIP

- Directly reports to EFA Division Director.
- Direct reports of this position are Technical Coordinator and Program Recruiter
- No indirect reports

WORKING CONDITIONS

As part of the responsibilities of this position, the Program Manager, Green Jobs Academy will have direct or incidental contact with clients served by SMOC in various programs funded or administered through the Executive Office of Health and Human Services. A successful background check is required.