



POSITION: **Employer Engagement Manager**

REPORTS TO: **Employer Engagement Director**

JOB DESCRIPTION:

The Employer Engagement Manager will reach out to various employers to connect them with BPS high school students and staff. The Manager will oversee the PIC's relationship with employers on key initiatives such as the Mayor's Summer Jobs Campaign, school-year internships, career exploration activities, and pathway partnerships.

In addition, the Manager will seek opportunities to connect BPS graduates to jobs and internships, while collaborating with the PIC's workforce development team in support of industry sector convenings, the career centers, and the adult education and workforce systems.

GENERAL RESPONSIBILITIES:

- **Employer relationship management:** Maintain and strengthen a set of relationships with established employers. Serve as primary liaison to other employers not as deeply affiliated with the PIC.
- **Business development:** Identify and build relationships with new companies, partners, or professional organizations.
- **Program and pathway development:** Work with employer partners to develop quality internships and other work-based learning experiences for Boston high school students. Partner with Boston Public Schools and the Career and Technical Education department to increase employer engagement with school-based early college and innovation career pathways.
- **Committee development and staffing:** Develop engaging agendas, prepare participants, and follow up to ensure that progress is made between meetings. This may include connecting employers with schools, assisting with Employer Network meetings, and convening subsets of employer partners.
- **Data entry:** Update and maintain records of all employer activity including summer jobs, school year engagement, and employer requests. Generate reports on employer activity to share with colleagues and participating employers as needed.
- **Communications:** Develop useful documents and capture effective employer practices for engaging with employers, students, job seekers, colleagues. Draft board/council/committee memos and develop educational collateral for staff and students/job seekers.

- **Event management:** Track employer participation in a range of PIC events, as well as externally sponsored events as relevant.
- **Other duties as assigned:** The PIC is a dynamic organization working in areas that are not always clearly defined, often responding to the short-term priorities of its institutional partners and its funders.

DESIRED QUALIFICATIONS:

- Account management, business development or sales experience.
- Familiarity with public education (K-12 and higher education) and workforce development.
- Strong interpersonal, leadership, and project management skills.
- Ability to manage multiple priorities, stakeholders, projects, and deadlines simultaneously.
- Succinct writing and presentation skills.
- Strong data entry and database management skills.
- Bachelor's degree and three to five years of relevant work experience preferred.

SALARY: \$55,000-68,000

HOW TO APPLY: Please submit a cover letter and resume to Sabrina Haskins at Sabrina.Haskins@bostonpic.org

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