



POSITION: Grant Support Coordinator

REPORTS TO: Assistant Director, Workforce Development

JOB DESCRIPTION:

The Boston Private Industry Council (PIC) is Boston's MassHire Workforce Development Board and school-to-career intermediary. The mission of the PIC is to strengthen Boston's communities and its workforce by connecting youth and adults with education and employment opportunities that align with the needs of area employers.

As the Workforce Board, we are responsible for developing and implementing sector partnerships that address the workforce needs of employers and provide career opportunities for workforce development system participants in in-demand industry sectors or occupations. We fulfil this role by convening key stakeholders to identify workforce skills needs and develop solutions to address them.

The Grant Support Coordinator is an integral member of the Workforce Development team at the Boston PIC. The Grant Support Coordinator will track grant program activities and outcomes to support various initiatives out of the MassHire Boston Workforce Board/Boston PIC. The position involves meeting with funders, managing contracts, data tracking and reporting.

GENERAL RESPONSIBILITIES:

- **Grant outcome tracking:** Support the implementation of plans outlined in grant contracts. Track goals, participant training outcomes, and budget administration through communication with team members and grant partners.
- **Grant reporting:** Draft grant reports as needed for each grantor and work with team members to finalize reports.
- **Data analysis/industry trend:** Track and manage program data, utilize internal data sources and publicly available data sources to inform practice. Maintain relationships with training programs to connect partners to applicable grant opportunities.
- **Committee staffing and event management:** Support the development of agendas and meeting materials for a range of events. Draft board/council/committee memos and other materials.

- **Communications:** Maintain a relevant and consistent presence on social media and through newsletters and other promotional materials.
- **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 funders. Consequently, individuals can expect a degree of variability in their work life.

DESIRED QUALIFICATIONS:

- Associate degree with one to three years of relevant work experience. Relevant training certificates and work experience may be substituted for a college degree.
- Strong data entry and management skills.
- Articulate and succinct writing skills.
- Ability to manage multiple priorities, stakeholders, and deadlines.
- Ability to work collaboratively on a team to maximize outcomes and impact.
- Experience in Greater Boston's priority industries of healthcare or IT, a plus

SALARY: \$60,000

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

The Boston Private Industry Council is an equal opportunity employer committed to maintaining a work and learning environment free from discrimination based on sex, race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.